



Approved by the Faculty Council of the Faculty of Health Sciences on 19 October 2016  
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## **INSTRUCTIONS FOR PERSONS APPLYING FOR THE TITLE OF DOCENT AND FOR EVALUATORS OF APPLICANTS' SCIENTIFIC QUALIFICATION**

### **Provisions and regulations applicable to the awarding of the title of docent**

The university may award the title of docent upon application to a person who has comprehensive knowledge of his or her own field, a capacity for independent research or artistic work demonstrated through publication or some other manner, and good teaching skills (*Universities Act 558/2009, Section 89*).

The Faculty Council shall decide on the awarding of the title of docent. (*The University Regulations of the University of Eastern Finland, Section 9, sub-section 9*).

A statement on the scientific qualification of a person who has applied for the title of docent shall be requested from at least two experts, unless the statement is considered unnecessary for a particular reason.

A docent of the university may not retain his or her docent ship in one field and be awarded the title of docent in another field at the same university. A professor of the university may not be awarded the title of docent at the same university. However, a professor of the university may be awarded the title of docent upon application without requesting an expert statement when the professor transfers to another position. Emeritus/emerita professors wishing to maintain ties with the University of Eastern Finland are not required to apply for the title of docent. In accordance with the decision of the Rector (12 November 2013), professors may conclude an emeritus/emerita agreement with the university upon their retirement.

### **Docent ship requirements of the Faculty of Health Sciences**

#### **Requirements set for the applicant's scientific publishing activities:**

The minimum number of publications is 20 refereed, original publications. However, the minimum number of publications may include one monograph-format doctoral dissertation which has been assessed by external evaluators, and two (2) review articles which have been published in scientific journals adhering to the referee practice. The applicant's scientific publications shall indicate that he or she has comprehensive knowledge of the field in question and a capacity for independent research. The applicant's scientific publications shall demonstrate that the applicant has established or is establishing a line of research of his or her own and that he or she continues to be active in carrying out research. The applicant's independent contribution to the publications shall be significant.

The minimum criteria for being active in carrying out research is that out of the 20 original publications indicated by the applicant, at least two (2) shall have been published within the past three (3) years. The applicant shall be deemed to fulfil the requirements of independent contribution and independent line of research when the applicant is the first or the last author of a minimum of seven (7) publications, of which only one (1) may be a review publication. Articles which have been published

or approved to be published in international refereed publication series shall be considered in the evaluation. As regards articles approved for publication, a notification of approval shall be included in the application.

### **Requirements relating to the applicant's teaching skills:**

A person to be awarded the title of docent is required to have good teaching skills (*Universities Act 558/2009*). The applicant's teaching skills shall be evaluated in accordance with the faculty's evaluation form for teaching merits ([Link to the form](#)). A docent is required to have completed at least 5 ECTS of theoretical studies in university pedagogy or to have been a full-time teacher at a university for at least 2 years. The applicant is also expected to have actively participated in the training of early stage researchers and in the supervision of their research. Merits in the field of research training can be demonstrated through, e.g., advanced-level theses, Master's theses and doctoral dissertations supervised, and doctoral-level courses organised.

### **Requirements relating to the applicant's practical familiarity with the field:**

Persons applying for the title of docent in a clinical field of medicine or dentistry are required to have served in a senior-level position as a physician or dentist for two years after completing the specialist degree in medicine or being licensed to practice as a medical specialist.

### **Requirements relating to the applicant's language skills:**

Legislation does not impose any requirements relating to the language skills required of docents. At the Faculty of Health Sciences, a person applying for the title of docent shall have command of the language of instruction of the university, or be able to give teaching in English.

## **DOCENTHIP APPLICATION PROCEDURE**

Applications for the title of docent shall be submitted electronically using an online form at

<https://elomake.uef.fi/lomakkeet/15778/lomake.html>

Documents listed below shall be submitted as attachments to the online form.

Only applications submitted in accordance with the faculty's instructions shall be discussed by the Docent Committee. Incomplete applications will be returned. Enquiries regarding the docent ship application procedure may be made to the email address [ttdos@uef.fi](mailto:ttdos@uef.fi).

### **1. Application**

The written, free-form application should be addressed to the Faculty of Health Sciences. The application should indicate the field in which the person is applying for the title of docent. Please note in particular: The applicant shall negotiate on the field of the docent ship with the head of the department/school/subject concerned already prior to submitting the application.

### **2. Résumé/ CV**

If the applicant submits a résumé / CV that is not confirmed by any official instance, the résumé or CV must be certified by two persons (<http://www.tenk.fi/en/template-researchers-curriculum-vitae>).

### 3. List of publications

A full reference indicating the authors and the title of the article should be given of all publications included in the list. No abstracts should be included. If the applicant so wishes, the list of publications may be confined to the last 10 years only.

In the list of publications, scientific publications should be categorised into different publication types in the following order (<http://www.aka.fi/en/funding/how-to-apply/appendices-required/guidelines-for-list-of-publications/>), and the applicant should mark with an asterisk in the margin those 7 publications with which the applicant deems to fulfil the requirements relating to independent contribution and his or her own line of research, and in which the applicant is either the first or the last author. Furthermore, the Publication Forum level of each publication shall be indicated after the publication (<https://www.tsv.fi/julkaisufoorumi/haku.php?lang=en>).

1. Articles in international refereed journals
2. Articles in refereed international scientific compilations and refereed international scientific conference proceedings
3. Articles in domestic refereed journals
4. Articles in refereed domestic scientific compilations and refereed domestic scientific conference proceedings
5. Scientific monographs
6. Other scientific publications, e.g., articles in non-refereed scientific journals and conference proceedings and publications in university and departmental series.

In addition, other publications (textbooks, popular articles, etc.), patents, computer software, presentations, visitor lectures, radio and TV programmes, etc. can be categorised into a group of their own.

The applicant's name should be highlighted **in bold** in the list of authors.

Only articles whose essential content are research findings which have not been published in other articles and which have been published or are intended to be published in scientific journals, may be regarded as original scientific articles. Also refereed review articles published in scientific journals are categorised into this group, as well as monograph-format doctoral dissertations that have been assessed by external evaluators. Manuscripts approved for publishing or submitted for publishing can be included in the list with a mention "approved for publishing" or "submitted for publishing". If the applicant's contribution to the article has been equal to that of the first or the last author, this should be indicated in the list of publications.

The reference system to be used is the Vancouver system (e.g. Wilson D H, Thyson W T: name of the article, Am J.Clin Patol 29: 765-770, 1984).

### 4. Free-form evaluation

The applicant should write a free-form evaluation, 1–2 pages, of his or her field of research and his or her personal contributions to it. As regards co-authored publications, the evaluation should include an account of the applicant's share in them.

### 5. Teaching merits

The applicant's teaching merits should be indicated in accordance with the faculty's evaluation form for teaching merits.

## 6. Publications

The application documents shall include those 20 publications which the applicant wishes to be considered as his or her merits. The publications shall be categorised and organised as specified in the instructions relating to the list of publications.

### PROCESSING AND ADMINISTRATION OF APPLICATIONS

For the purposes of processing the application, the Faculty requests a statement from the head of the school/ department/ academic subject concerned on the necessity and expedience of the docent ship for the teaching and research of the school/ department/ academic subject in question. The statement should also identify the experts from whom a statement on the scientific qualification of the applicant shall be requested.

When preparing the statement, the relevance of the docent ship to the research and teaching of the faculty and the department or school concerned should be evaluated carefully. The docent ship should have clear significance for the activities of the faculty during a time span of a minimum of five (5) years (*general instructions issued by the Rector on 19 December 2012*).

When making proposals of awarding the title of docent to an applicant, the schools, departments and units should pay particular attention to the applicant's scientific publishing activities and to the requirements relating to the applicant's practical familiarity with the field (applicable in docent ships in clinical fields), as well as to the applicant's teaching skills.

The Docent Committee shall decide on the necessity and expedience of awarding the title of docent and the Dean of the Faculty invite the experts to issue their statements on the scientific qualification of the applicant (*The University Regulations of the University of Eastern Finland, Section 10*). As a rule, two experts will be requested to issue a statement. The experts may not have the kind of disqualifying relationship with the applicant as referred to in the *Administrative Procedure Act (434/02), Section 28*, nor may the relationship between the experts and the applicant involve such cooperation, disputes or other circumstances which evidently might risk the impartiality of the experts. The experts may be from the own university only in cases where sufficient expertise is not available in other universities. This must be justified separately in the proposal on the experts.

After receiving the expert statements, the Faculty Council shall make a decision on the scientific qualification and teaching skills of the applicant and it shall decide on awarding the title of docent.

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For further information, please contact:

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