

|  |  |
| --- | --- |
| Document type  Instructions  Date  2023-04-19 |  |

Instructions for Application

Document manager HR-specialist

Version 3

Effective as of 19 April 2023

Replaces Doc. no 2018/487 A 21

This is an English translation.

To facilitate the handling of applications, we provide instructions for compiling the application. These instructions apply to both advertised positions and applications for a promotion. The instructions state what is required in this process.

A completed application should contain the following parts. However, the various sections can be more or less relevant, depending upon the position and whether it refers to an advertised position or an application for promotion.

* Information about the applicant
* Application letter
* CV
* Teaching proficiency
* Academic expertise
* Ability to collaborate
* Administrative proficiency
* Management proficiency
* Other professional skills
* Other qualifications
* Plans for the future
* Transcripts of grades, certificates, and diplomas
* References
* List of enclosures

**The application must be organised as follows:**

1. State the position or promotion for which you are applying. In the case of advertised employment, the reference number must be stated.
2. **Information about the applicant**

* Name
* Address
* Telephone number
* E-mail

1. Application letter *(motivation for application)*
2. CV
   1. Degrees *(state your degrees, year of graduation, subject, and university)*
   2. Current employment *(position and dates employed)*
   3. Previous employment *(position and dates employed)*
3. Teaching proficiency
   1. Higher education pedagogy (title of course, dates and number of credits)
   2. Teaching experience (level, number of hours and responsibilities)
   3. Supervision experience at first- and second-cycle levels (state the number of degree projects that you have supervised)
   4. Supervision experience at third-cycle level (state the third-cycle student’s name, year accepted to a third-cycle programme, year they were awarded a degree, principal supervisor/assistant supervisor, and any other supervisors)
   5. Experience of varying teaching methods and types of examination
   6. Experience of integrating theory and practice in the classroom
   7. Experience of collaboration with the surrounding community and ability to translate that into planning, teaching, and educational follow-up
   8. Experience of developing lessons, courses, and programmes as well as taking responsibility for quality assurance
   9. Participation in higher education pedagogy and didactic development contexts
   10. Description of your educational philosophy
   11. Experience of integrating international perspectives into your teaching
   12. Experience of contributing to national and international debates about educational science
   13. Participation in the development of a research environment in educational science
   14. Other qualifications, such as development projects in educational science, production of educational material or similar
4. **Academic expertise**
   1. A complete list of your publications (Publications are shown under a separate heading; indicate if there are any overlaps):
   * Dissertations and monographs
   * Scholarly articles with review procedure
   * Other scholarly articles
   * Anthologies and chapters in books
   * Conference papers
   * Popular science publications
   1. Referenced publications

When hiring and promoting an applicant to the post of professor, no more than ten publications should serve as references, if nothing else is indicated by the advertisement. Other categories of teaching staff should reference no more than five publications if nothing else is indicated by the advertisement. The publications referenced should be accepted for publication when the application is submitted.   
  
The role played by the applicant in the referenced publications should be accounted for. This can either be shown in a table, such as the one below, or in a text. Use the following abbreviations in the table:

* *HI = main contribution, which means that the main part what is described in the column is completed.*
* *LI = equal parts, which means that HI has been divided equally with at least one other author.*
* *S = collaboration*
* *BI = contribution, which means a smaller contribution than HI, but a contribution was delivered*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Article | Pages | Literature search /scanning | Design | Data collection | Analysis - Interpretation | Manuscript authorship |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. Duties performed in academic circles
  2. Contributions to international academic research
  3. Research funding received
  4. Experience of collaboration with the surrounding community in implementing results and research
  5. Contributions to theory and development of methodology
  6. National and international collaborations within academia
  7. Participation in the creation of a scientific research environment

1. Ability to collaborate
   1. Collaboration projects with external actors, both national and international
   2. External expert tasks
   3. Popular science presentations and dissemination
   4. Patents
   5. Development of a start-up company
   6. Contract education and contracted research
2. Administrative proficiency
   1. Duties performed on boards, committees, and other bodies
   2. Duties involving, for example, internationalisation, digitalisation, ethics, or other work environment and sustainability issues, including gender equality and a level playing field
   3. Planning and implementation of conferences and seminars
   4. Tasks involving investigations
   5. Evaluations and follow-up tasks
   6. Mentoring
3. Management proficiency
   1. Experience of development projects, administrative and personnel management, both within and outside an academic organisation
   2. Formal management training
   3. Heading up a project
   4. Leadership duties within an academic organisation (such as the duties of a section or department head)
   5. Experience of leadership roles outside the academy
4. Other professional skills  
   Relevant professional experience connected to the subject area in which you’ll be working
5. Other qualifications
6. Plans for the future   
   Account for your visions and plans with regard to the position for which you are applying
7. Transcripts of certificates, grades, and degree diplomas

The information in your application should, when possible, be supported by copies of documents. Examples of documents to be enclosed are:

* Diplomas
* Docent certificate
* Certificate of completed course in Higher Education Pedagogy
* Certificate of employment
* Other certification (*for example, certificates of teaching proficiency and course evaluations should be attached*)

1. References *(not relevant for promotion)*

Provide at least two references. References should preferably come from employers. Provide the following information about your references:

* Name
* Position
* Professional relation
* Telephone number
* E-mail

1. List of enclosures