

# GUIDELINES FOR NON-TEACHING POSITIONS AT KAROLINSKA INSTITUTET

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**Karolinska  
Institutet**



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# Karolinska Institutet – Guidelines for non-teaching positions at Karolinska Institutet

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Revision with regard to:

1. clarification of the wording of the introduction 5.1 Amendment of the collective agreement for postdocs 5.2  
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## 1. Introduction

These guidelines regulates employments where the duties are mainly within research, research support and research infrastructure.

In addition to certain general provisions regarding state employment, they also regulate eligibility requirements and duties for the positions included in current guidelines.

## 2. Purpose

The purpose of the guidelines is, together with the appointment procedure for teachers and associated instructions, to regulate career paths for employees following the completion of doctoral degrees and who are active in research, research support and research infrastructure. Clear and predictable career paths are important for both Karolinska Institutet (KI) as an employer in terms of skills supply and for potential and existing employees.

## 3. Applicable provisions

### 3.1 The principle of legality and objectivity

All government agencies shall observe fundamental requirements concerning such matters as legality and objectivity (Chapter 1, Sections 1 and 9 of the Instrument of Government).

Section 5 of the Administrative Procedure Act (2017:900) states that an authority shall be objective and impartial in its activities.

### 3.2 Merit and competence

Chapter 12. 5 RF states that when deciding on government employment, consideration shall be given only to objective grounds, such as merit and competence.. This is reiterated in Section 4 of the Public Employment Act (1994:260), which also states that competence shall be a primary consideration, unless there are particular reasons to the contrary.

Section 4 of the Employment Ordinance (1994:373) states that when making appointments, in addition to merit and competence, public authorities shall consider objective grounds that are consistent with general labour market, gender equality, social and employment policy objectives.

## 4. General guidelines on employment

### 4.1 Information regarding vacant positions

The fundamental principle is that all vacant teaching appointments shall be advertised. Section 6, paragraph 1 of the Employment Ordinance states that a public authority that intends to recruit an employee must provide information about this in some suitable way so that anyone who is interested in the position may notify the authority within a certain time. Information is to be provided regardless of whether the position is permanent or temporary.

### 4.2 Information regarding employment decisions

Information regarding KI's employment decisions shall be posted on KI's official digital noticeboard (Section 7 of the Employment Ordinance) and shall include the following details: the date of posting, whether and how the decision may be appealed, and any dissenting opinions noted in the official record or other relevant document (Section 8 of the Employment Ordinance).

Information regarding KI's decision to employ someone does not need to be posted on the official digital noticeboard in the case of a position that is expected to last no more than six months (Section 7 of the Employment Ordinance).

### 4.3 Appeal

An employment decision by KI may generally be appealed (Chapter 12, Section 2 of the Higher Education Ordinance and Section 21, paragraph 1 of the Employment Ordinance). However, KI's decision to discontinue an employment procedure may not be appealed (Section 21, paragraph 2 of the Employment Ordinance).

The notice must state that the appeal period is three weeks from the date on which the notice was posted on KI's notice board. It must also state where the appeal should be sent, i.e. to KI (sections 22 of the Higher Education Ordinance and section 33 of the Administrative Procedure Act).

The right to appeal falls to the person to whom the decision applies (i.e. the applicant for the appointment) (Section 42 of the Administrative Procedure Act). No appeal may be made against a decision of the Higher Education Appeals Board (Chapter 12, Section 5 Higher Education Ordinance). When an appeal is sent to the appeals Board, KI shall attach a statement on the grounds for the appeal.

## 5. Appointments within the research career profile

### 5.1 Postdoc

A postdoc is a fixed-term career-development appointment focused on research as a first step in a career after PhD graduation. The maximum length of a postdoc at KI is four years, in accordance with the collective agreement for postdocs (maximum three years) and with the special fixed-term employment provisions of the Employment Protection Act (maximum one year). Postdoctoral scholarships are not included in this four-year limit.

#### *Eligibility requirements*

To qualify for the appointment of postdoc, an applicant must have demonstrated scientific skills and hold a PhD, or a foreign qualification deemed equivalent to a Swedish PhD.

#### *Duties*

A postdoc mainly conducts research. Teaching and supervision should also be included, although to a maximum of twenty per cent of the working time. The extent to which the postdoc is to conduct research and teaching is decided by the Head of Department or group leader.

In addition to employment as a postdoc, it is possible to conduct postdoctoral studies on a scholarship, which is regulated in more detail in KI's scholarship rules.

## 5.2 Principal researcher

A principal researcher shall have achieved sufficient scientific skills to be a research leader.

### *Eligibility requirements*

To qualify for the appointment of principal researcher, an applicant must

- have demonstrated scientific skills and hold a PhD or a foreign degree deemed equivalent to a Swedish PhD
- be a research leader
- have their own established line of research
- be able to show documented, high-quality scientific production, particularly in the past six years
- have the potential to drive their research resolutely forward
- be recognised nationally and internationally
- have teaching and supervision experience
- have demonstrated good leadership qualities
- have obtained robust, long-term, preferably external funding
- have the potential to obtain further external funding.

### *Duties*

A principal researcher mainly conducts research. Teaching and supervision should also be included. The extent to which the principal researcher is to conduct research, teaching and administrative work is to be decided by the Head of Department.

### *Expert assessment*

When appointing a principal researcher, an assessment of the applicant's skills should be obtained from at least one external expert, unless it is clearly unnecessary to examine an applicant's skills, or the applicant has been appointed docent at KI.

The expert(s) must be well versed in the subject matter of the post and have qualifications at least equivalent to those required for the position in question.

## 6. Appointments within the research support career profile

### 6.1 Research specialist

#### *Eligibility requirements*

To qualify for the position of research specialist, an applicant must

- have demonstrated scientific skills and hold a PhD or a foreign qualification deemed equivalent to a Swedish PhD
- have documented postdoctoral research experience.

Eligibility requirements may also include additional professional skills relevant to the duties of the position.

#### *Duties*

A research specialist's duties include participating in research activities.

### 6.2 Senior research specialist

An appointment as senior research specialist may take place after a qualification period as a research specialist, postdoc, research assistant/assistant professor or the equivalent.

#### *Eligibility requirements*

To qualify for the appointment of senior research specialist, an applicant must

- hold a PhD or a foreign qualification deemed equivalent to a Swedish PhD
- have demonstrated good scientific skills with significant scientific output
- have demonstrated good scientific independence in research projects to which their own contribution has been significant
- have a research plan of a high standard with clear future potential
- have authored 15 original publications, the majority of which must be based on his/her postdoctoral research. Of these, at least two must be as first or last author, of which at least one as last author, conducted after PhD graduation and without any of his/her doctoral supervisors as co-authors.



*Assessment criteria*

- Original scientific publications, their quality and quantity, with special consideration paid to publications after doctoral studies
- Scientific independence demonstrated through leading and senior authorships, review articles and other scientific publications
- Presentations and scientific assignments at international congresses
- Research grants obtained in regional, national and international competition
- National and international research collaborations
- Research responsibility as supervisor for master's, doctoral and postdoctoral degree projects
- Reviewer and assessor of other researchers' scientific output
- Research experience from a research group other than that in which doctoral studies were pursued
- Development of a personal research profile within the relevant subject area
- A plan for future research based on current science.

*Duties*

A senior research specialist's duties include participating in research activities. Duties such as teaching and administrative work can also be included. The extent to which the senior research specialist is to conduct research and, when required, teaching and/or administrative work is decided by the Head of Department or group leader.

*Expert assessment*

When appointing a senior research specialist, an assessment of the applicant's skills should be obtained from at least one external expert, unless it is clearly unnecessary to examine an applicant's expertise or the applicant has been appointed docent at KI.

The expert(s) shall be fully conversant with the position's subject field and be qualified at a level that at least matches the eligibility requirements for senior research specialist.

## 7. Appointments within the research infrastructure career profile

### 7.1 Research infrastructure specialist

#### *Eligibility requirements*

To qualify for the position of research infrastructure specialist, an applicant must

- have demonstrated scientific skills and hold a PhD or a foreign qualification deemed equivalent to a Swedish PhD
- have demonstrated technological and methodological expertise.

Eligibility requirements may also include additional professional expertise relevant to the duties of the appointment.

#### *Duties*

A research infrastructure specialist's duties include providing qualified skills as well as technological and/or methodological service and development.

The duties may also include participating in research and education or administrative work. Other duties may also be included.

The extent to which the research infrastructure specialist is to perform other duties is decided by the Head of Department or line manager.

### 7.2 Senior research infrastructure specialist

The appointment of senior research infrastructure specialist may sometimes be offered after a qualification period as a research infrastructure specialist, research specialist and/or postdoc.

#### *Eligibility requirements*

To qualify for the appointment of senior research infrastructure specialist, an applicant must

- have demonstrated scientific skills and hold a PhD or a foreign qualification deemed equivalent to a Swedish PhD
- have demonstrated technological and methodological expertise
- have demonstrated good scientific independence in research projects to which their own contribution has been significant
- have demonstrated documented broad and in-depth expertise in a

number of technologies/methods focused on both service and development.

#### *Assessment criteria*

- Experience in providing service and giving advice broadly within and outside the organisation
- Very good awareness of technological and methodological developments in research infrastructure and successful, independent technological and methodological development in the field
- Experience of collaboration locally and with companies and/or other universities both in Sweden and internationally designed to promote technological or methodological service of the highest standard
- Experience in training users, students and employees in advanced technologies and methods
- Participation in, and presentations at, conferences and seminars of relevance to the field
- Experience in having participated in successful grant applications for operating research infrastructure
- Experience in multidisciplinary collaborations.

#### *Duties*

A senior research infrastructure specialist's duties include providing qualified technological and /or methodological service and development.

The duties may also include participating in research and education or administrative work. Other duties may also be included.

The extent to which the senior research infrastructure specialist is to perform other duties is decided by the Head of Department or line manager.

#### *Expert assessment*

When appointing a senior research infrastructure specialist, an assessment of the applicant's expertise should be obtained from at least one external expert, unless it is clearly unnecessary to examine an applicant's expertise or the applicant has been appointed Docent at KI.

The expert(s) shall be fully conversant with the position's subject field and be qualified at a level that at least matches the eligibility requirements for senior research infrastructure specialist.