

Guidelines for Docent at Karolinska Institutet

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**Karolinska
Institutet**

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1. Introduction and Purpose

Docent is an academic title that signifies a high level of scientific and pedagogical competence. At Karolinska Institutet (KI), the Docent Committee evaluates and appoints docents. Appointed docents are expected to contribute to KI's core activities through education, research, and development, and to ensure that the knowledge and expertise at KI benefit society.

These guidelines define the eligibility requirements and assessment criteria for appointment as docent. The guidelines are supplemented by specific instructions.

2. Docent at KI

Appointed docents must be employed by or affiliated with KI. The appointment is not time limited.

3. Eligibility assessment for docent

To be eligible for appointment as docent, the applicant must hold a doctoral degree or equivalent and demonstrate a high level of pedagogical and scientific skills, as well as strong leadership and collaborative skills. The applicant must show independence and meet the eligibility requirements in the skills categories listed below.

3.1.1 Formal requirements for docent application

An application for docent must include:

- Application form for docent
- KI's qualifications portfolio
- Independence biography
- Recommendation from Head of Department

- Teaching table
- Certificates of teaching merits
- Certification of teaching in higher educationof
- Certificate regarding doctoral supervision
- Accepted manuscripts
- Specialist certificate (for medical doctors)

3.1.2 Field of Expertise

The application must specify a field of expertise for the docent. This refers to the applicant's scientific and pedagogical focus. The field should, if possible, be stated according to classification rules set by Statistics Sweden and the Swedish Higher Education Authority.

For medical doctors, a specialist certificate in the relevant clinical field is required. If no specialist certificate is held, the field should be designated as "experimental."

Requests to change the field of expertise must be reviewed by the Docent Committee.

3.1.3 Skills categories

Assessment for docent is based on the following four skills categories:

- Scientific skills
- Pedagogical skills
- Leadership and collaborative skills
- Expertise in the research field

3.1.4 Eligibility requirements and assessment criteria

Eligibility requirements are specific criteria that must be met for appointment as docent.

The assessment criteria's are considered but they are not individual requirements. The majority of the criteria should be assessed as strong within each skills category to be able to be appointed as docent.

3.1.5 Expert review

Assessments from two experts must be obtained, typically one internal and one external, unless it's clearly unnecessary. If an expert is affiliated with KI, they count as internal experts. Only external experts are financially compensated.

Gender balance must be maintained unless exceptional circumstances apply. Difficulty in recruiting experts of both genders may constitute such circumstances. The Docent Committee determines whether there are exceptional circumstances, and the Docent Committee appoints the experts.

4. Transfer of docent

Docents from other Swedish universities who wish to transfer their docent to KI must meet KI's requirements and assessment criteria. Applications for transfer are reviewed by the Docent Committee and are not subject to expert review.

5. Assessment of skills categories

5.1.1 Scientific skills

5.1.1.1 Eligibility requirements:

- Good scientific skills with significant research output. A benchmark of 15 original publications, mostly after doctoral graduation.
- Good scientific independence demonstrated by at least two first- or last-author publications, including at least one last-author publication, after doctoral graduation- and without co-authorship from doctoral supervisors.

- A clear and forward-looking research plan.

5.1.1.2 Assessment criteria:

- Authorship of original scientific publications, especially post-doctoral. Consideration is given to the quality and quantity of the publications.
- Scientific independence documented through first- and last authorship.
- Other peer-reviewed publications in international journals.
- Presentations and scientific roles at international conferences.
- Principal or co-applicant for research grants awarded in regional, national, or international competition.
- Participation in national or international research collaborations.
- Reviewer of others' scientific work.
- Research experience in groups other than the doctoral training group.
- Other significant scientific merits contributing to open science, e.g., patents, innovations, books, non-peer-reviewed publications, dissemination of cohorts, software, code, metadata, and methods.

5.1.2 Pedagogical skills

5.1.2.1 Eligibility Requirements:

- Demonstrated good pedagogical skills, with personal contributions that have been extensive and of high quality.
- At least five weeks of courses on teaching in higher education, as indicated in the recommendations of the Association of Swedish Higher Education Institution A clear and high-quality plan for continued teaching and learning at KI.
- At least 30 merit points in teaching experience (see calculation below), developed over time and covering various formats and

methods. Most should be conducted at a higher education institution.

- Max 8 points from supervision or examination of theses at undergraduate, advanced, and doctoral levels.
- Max 6 points from supervision in clinical settings or teaching for staff, patients, or others.
- Max 6 points from pedagogical leadership roles.

5.1.2.2 Merit Point Calculation:

- Mixed-method teaching: 2 points per 10 hours
- Supervision/examination of theses: 2 points per thesis
- Principal supervision of PhD/postdoc: 2 points per supervision. Both ongoing and completed may be credited.
- Co-supervision of PhD: 1 point per supervision. Both ongoing and completed may be credited.
- Supervision in clinical/other settings: 1 point per course
- Teaching in clinical/other settings: 1 point per 10 hours
- Pedagogical leadership roles: 2 points per assignment

5.1.2.3 Assessment criteria:

- Pedagogical experience, especially recent years
- Continuous development of pedagogical skills
- Independent responsibility for planning and conducting education
- Independent responsibility for evaluating teaching and examination
- Supervision of PhD students and postdocs
- Supervision of undergraduate/advanced theses
- Leadership roles in teaching
- Experience of teaching at various international or national universities.
- Educational evaluation, development or research that has been published or presented publicly. Pedagogical reflection based on pedagogical research with a focus on one's own future development.
- Awards or funding for pedagogical research or development
- Pedagogical publications

5.1.3 Leadership and Collaborative skills

5.1.3.1 Eligibility Requirements:

- Experience in leadership and collaboration

5.1.3.2 Assessment Criteria:

- Formal leadership training
- Roles in boards, committees, councils, networks, or equivalent academic/clinical forums
- Experience in collaborative projects and networks locally, regionally, or nationally
- Experience organizing congresses, conferences, or workshops
- Collaboration with society at large

6. Decision

Decisions on docent are documented in meeting minutes. A certificate of docent is issued to the appointed individual.

Decisions may be reconsidered by the Docent Committee in special cases. Requests for reconsideration must be submitted in writing within three weeks of receiving the decision, with justification for the appeal.