

Guidelines for admission of docents

Ref. no: L 2026/94

Document type: Instructions

Decision maker: Vice-Chancellor

Decision date: 29 June 2026

Responsible dep: HR

Document manager: Jenny Söderberg

This document is a translation of the original Swedish version.



Purpose

These guidelines for the admission of docents (readers) are intended to clarify the University's document "Rules for admission of docents" with regard to the format and content of applications, as well as the administrative procedures and assessment process.

The guidelines are primarily intended for applicants, external experts (assessors), and the University's Recruitment Committee, but they also serve as a resource for school management and administrators in the HR department.

Background

The document "Rules for admission of docents" states that *docent* is an academic title and a personal distinction confirming that, overall, the holder possesses research expertise significantly exceeding that required for a doctorate, along with teaching expertise and other relevant competencies. A docent also demonstrates independence and expertise in their field. Docent is not a type of employment, and being conferred the title of docent therefore does not change a person's employment status.

Although the University views academic qualifications positively, there is no obligation to assess and admit docents.

Application for the position of docent

- Each school at the University is to provide support in preparing applications for the position of docent. Applicants are also encouraged to seek support from colleagues, the head of subject or someone of similar standing.
- Before applying for the position of docent, the applicant should seek guidance from their immediate superior (for example, during a performance review). However, any recommendation against applying does not prevent you from submitting an application.
- The formal application process begins when the applicant submits their formal application to registrator@hh.se

Formulation of the application

The application, which must be written in Swedish or English, should be formatted and structured as follows:

1. **Declaration of intent.** A forward-looking description of what the applicant hopes to achieve in the role of docent – internationally, nationally, and locally – if their application is successful (maximum 1–2 pages).
2. **Report.** A description, under each area below, of the experience and knowledge that the applicant cites as relevant to the requirements and assessment criteria for conferring the title of docent. Supporting documentation substantiating this should be attached where applicable. The applicant's role in research projects, publications, grant applications and similar activities must be described.

- Research expertise
 - Teaching expertise
 - Other competencies (leadership, track record of collaboration, application of research findings, academic citizenship).
3. **CV.** Brief list of merits and positions held that provides a picture of the applicant's overall competence. Supported by any certificates and testimonials.
 4. **Degree certificate.** A translation into English or Swedish must be provided if the documents were not issued in either of these languages.
 5. **List of publications.** List of all publications that also shows which publications the applicant wishes to cite for this appointment (maximum of 10 cited publications). Cited publications should preferably include a separate link for each or be attached to the application in two copies. The applicant's role in the various works cited must be stated.
 6. **Certificates for** 1) qualifying training in teaching and learning in higher education or equivalent, and 2) training in supervising doctoral students must be attached to the application for it to be considered complete. (See the section on "Teaching expertise".)

Report and documentation related to the assessment criteria for conferring the title of docent

Research expertise

In their application, applicants must demonstrate their research expertise in relation to the assessment criteria outlined in the document "Rules for admission of docents". These are academic progression, contributions to the scientific community, originality and contributions to the development of the field, roles within the scientific community, the ability to secure external research grants, and the ability to collaborate and apply research findings. The assessment of the applicant's research expertise is to be based on a comprehensive evaluation of the applicant's contributions and competence against these assessment criteria.

An important starting point for the research report is the applicant's dissertation, which should be briefly described.

The report must be supplemented with relevant documentation substantiating both the scope and quality of the work performed, as well as the applicant's roles and responsibilities.

Research expertise is demonstrated by the following documentation:

- Dissertation and cited research publications.
- Any prizes and awards related to research activities.
- Any certificates or evaluations that demonstrate research expertise.
- Information that demonstrates a commitment to open science, for example by highlighting it in the list of publications.

- Overview of editorial work and any assignments as an expert, external examiner or member of an examining committee.
- Overview of national and international research contacts, including any collaboration agreements and evidence of established collaborations.
- Any decisions, programmes or emails that substantiate assignments or participation in relevant local, national and international contexts, as well as media appearances and other external visibility related to research activities.

Teaching expertise

The applicant must describe their teaching expertise as related to the assessment criteria set out in the document “Rules for admission of docents”. These include fundamental educational philosophy, teaching experience and the ability to support student learning, educational development and curriculum planning, supervisory skills and experience, the ability to integrate research into education, and training in teaching and learning in higher education. Assessment of the application will be based on a comprehensive review of the applicant’s contributions and competence, in accordance with these assessment criteria.

An important part of the teaching report is the reflection on how education and learning are organised and how this relates to one’s own experience of teaching. The statement should also detail the applicant’s experience with examinations and serving as an examiner, as well as course coordination and course leadership, and experience with various forms of development work, such as planning and revising courses and educational programmes, as well as teaching methods and learning activities.

The report must be supplemented with relevant documentation that substantiates both the scope and the quality of the work, for example in the form of a portfolio of educational merits.

Teaching expertise is demonstrated by the following documentation:

- Certificate of completion of research supervisor training programme.
- Certificate of completion of a qualifying course in teaching and learning in higher education (equivalent to 10 weeks of full-time study) or an examination demonstrating such qualifications, from the University or another institution of higher education.*
- Summary of teaching experience at the first-, second- and, if applicable, third-cycle levels. The level of detail in the description should be commensurate with the applicant’s overall experience; more extensive experience may be described at a more general level.
- Overview of experience supervising term papers, project work and degree theses at the first- and second-cycle levels, as well as any supervision of doctoral students at the third-cycle level. The report must specify the level, scope and duration of the supervision, as well as the applicant’s role in the supervision.
- Any certificates, transcripts, course evaluations, teaching awards, etc., that demonstrate teaching expertise.

* The University evaluates qualifying training in teaching and learning in higher education and equivalent experience in relation to the recommended objectives of the Swedish Association of Higher Education Institutions (SUHF) and the principle of mutual recognition among higher education institutions.

Other competencies (collaboration, leadership and academic citizenship)

Applicants who wish to cite other relevant competence – for example, in the form of participation in research planning or other research policy contexts, collaborative projects with the business sector, the public sector or civil society, or other assignments outside the higher education sector, should, where applicable, provide evidence of this through certificates or similar documentation. The same applies to leadership experience, academic citizenship or administrative experience.

Documentation related to collaboration may include cooperation agreements, decisions regarding assignments or participation in various contexts, media coverage, user involvement in research and development work, and so on.

Documentation related to leadership may include formal decisions regarding leadership positions, such as department head, dean or vice-chancellor. Please also include examples of appointments as programme director, education or research director, head of subject, mentor, and other administrative roles in collegial bodies or development projects. Documentation proving academic citizenship must also be included.

Consultation on submitted application

- The application is sent via the registrar to the HR department, which registers the application and brings it to the attention of the responsible manager, who reviews the application and ensures that it is formulated in accordance with the University's guidelines.
- The responsible manager initiates a consultation with representatives from the school's management team regarding 1) whether, based on the needs and development of the department, there is a need for the docentship and whether it is deemed to benefit the department; 2) whether the individual meets the basic formal requirements for a docentship and can be deemed eligible for expert assessment; and 3) how the applicant is expected to contribute to the national and international research communities, as well as to the surrounding community. Someone with extensive expertise in the subject may also participate in the consultation.
- The Dean decides whether the matter should be referred to the Recruitment Committee for an eligibility review. There is thus no obligation to assess and admit docents. The rationale for the decision must be stated.

Preparation and decision-making

Applications for admission as a docent are assessed by the University's Recruitment Committee prior to a decision by the Dean, in accordance with the document "The Vice-Chancellor's decision-making procedure and delegation of authority".

- The HR department is responsible for providing the Recruitment Committee with the necessary information for its consideration of the matter.
- The Recruitment Committee reviews the application and verifies that it is complete.
- The responsible manager, or alternatively the Vice Dean with responsibility for research, is invited to the Recruitment Committee to present the matter.
- If the Recruitment Committee determines that the application is complete, it will decide to appoint external experts to assess the application.

- Nominations for experts are submitted by the responsible manager after consultation with an independent individual with senior-level expertise in the subject.
- Decisions regarding the appointment of experts and which experts to engage are made by the Recruitment Committee through a decision by the chair.
- The HR department handles the agreement and communication with experts regarding supporting documentation, etc.

Management of experts

Two experts with particular expertise in the subject area will be appointed for each docent assessment. An even gender distribution should be sought. The experts are to be recruited from outside the University and, as a general rule, should not be active in the same department at an institution of higher education. The experts must be professors or, in exceptional cases, have qualifications equivalent to those required for the position.

It is important to consider any potential conflicts of interest when appointing experts. The University's Recruitment Committee decides on experts according to proposals from the manager in question.

The experts' task is to assess the applicant's research and teaching qualifications, as well as other competencies, both qualitatively and quantitatively, in accordance with the traditions and standards of the relevant discipline, and to submit a written opinion on the matter in accordance with the document "Rules for admission of docents" and these guidelines. The assessment must be conducted individually.

The HR department handles communication with the experts, including inquiries into any potential conflicts of interest, and negotiates the delivery date and fees based on the established fee schedules. The HR department ensures that the experts have access to the necessary documentation and are made aware of the templates and information available on hh.se.

Expert assessment

The format of the written expert opinion is to be based on the document "Template for expert assessment of applications for docent". In accordance with sound academic practice, the experts are asked to summarise the applicant's research, teaching and other qualifications and – based on a comprehensive assessment – formulate an opinion, with supporting rationale, as to whether the applicant's qualifications meet the requirements set by Halmstad University for admission as a docent. The assessment must be qualitative and include an independent analysis of the content of the documents cited.

Generative AI must not be used in the assessment of an application. The assessment must be conducted by a researcher and based on the researcher's own independent and expert analysis. The expert bears full responsibility for the content of the report, its accuracy, and its compliance with sound research practices. AI may only be used for language improvement, and even then only under strict conditions:

- No personal information or confidential data may be entered into the tool
- The use of AI must not affect the content or assessment

- The text should continue to reflect the expert's own professional opinion

If there is any uncertainty regarding confidentiality or data protection, AI should not be used at all.

Preparation for a decision

- Once the expert opinions have been received, the matter is further reviewed by the Recruitment Committee. The responsible manager, or alternatively the Vice Dean with responsibility for research, is invited once again to the Recruitment Committee to present the matter.
- Based on an overall review of the expert assessments and the operational needs of the department, the Recruitment Committee decides whether to recommend that the relevant school's Dean approve the admission as docent or reject the application (in accordance with the document "The Vice-Chancellor's Rules of Procedure and Delegation of Authority").
- The Dean then decides whether to approve the admission of the docent or to reject the application. The applicant will be notified of the decision as soon as possible. In the event of a rejection, a statement of the reasons for the decision must be provided.

To minimise the risk of clearly unnecessary resubmissions, the reasons for rejection must be stated in the decision so that the applicant has a solid basis for assessing what additional information and/or improvements to the application are needed for a new application. The decision cannot be appealed.

Docent lecture

If the Dean of the school decides to admit a docent (reader), the responsible manager will be tasked with organising a docent lecture in which the admitted docent is given the opportunity to present their field of research to a broad audience in a popular science format.