

**UNIVERSITY OF TURKU**  
**FACULTY OF MEDICINE**

**Instructions for applicants of the title of docent**

Approved by the Board of the Faculty of Medicine on March 31, 2010

This instruction is in force immediately.

**1. Eligibility requirements**

According to the Universities Act (558/2009) 89 § "A university may award the title of docent 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." According to 45 § of the Rules of procedure of the University of Turku, the title of docent is granted by the Chancellor of the faculty based on the proposition of the Faculty or the Board of the Turku School of Economics.

**1.1. Scientific merit**

The Faculty of Medicine requires that the applicant of the title of docent has achieved the degree of doctor in Finland or has acquired the corresponding examination by studies abroad.

The scientific work of the applicant must be such that it demonstrates profound knowledge of the applicant's field of expertise and a capacity for independent scientific research. The scientific production of the applicant must demonstrate that he/she has created a path of scientific study of his/her own within the field of research related to the application and that his/her scientific work is actively ongoing. A common requirement is that the applicant has published at least 20 original scientific papers or that they have been accepted for publication in international peer-reviewed publications. Depending on the general publication policy or the quality requirements of the field of the discipline in question, also original publications in the domestic languages that have undergone peer review may be accepted. Of the 20 publications, a maximum of one quarter (1/4) may consist of other publications than original articles, e.g., outstanding reviews or meta-analyses; otherwise, a specific reason for a larger proportion of such publications must be presented.

The required number of publications may be less, if the publications are of exceptionally high standards or if the breadth of the articles is exceptionally wide. The applicant shall detail his/her own contribution to articles written by several authors.

**1.2. Good teaching skills**

The Universities Act requires that the applicant has good teaching skills. For the assessment of the applicant's teaching skills the following are considered: pedagogical training, practical teaching experience, teaching capacity as shown by a teaching examination, capacity to produce teaching materials on a university level, publications and studies in the field of pedagogy and didactics, and other merits related to teaching. If the applicant has only little teaching experience, a course in pedagogy is recommended before submission of the application for the title of docent.

The Chancellor of the University has issued an instruction on the 4<sup>th</sup> of December 2009 according to which it is not compulsory for the applicant to provide a teaching examination; the faculty may require the applicant to take such an examination.

### 1.3. Clinical experience

If the application for the title of docent relates to a medical field which grants specialist physician's rights, the applicant must have worked for at least 2 years in a senior physician's position or with comparable tasks after having become a licensed specialist physician in the specialty at hand. These principles are also applied to applicants of the title of docent of the clinical specialties of dentistry, as applicable.

### 1.4. Merits as supervisor of junior scientists

It is considered to be a merit to the applicant if he/she has participated actively in the supervision of these work, and scientific studies and trials.

### 1.5. Scientific postgraduate studies

The applicant's scientific postgraduate studies (e.g., foreign or domestic postdoctoral studies) and active participation in foreign and domestic meetings in the applicant's field of science are also considered, when his/her scientific merits are evaluated.

## 2. Application documents

The following documents are to be submitted by the applicant for the title of docent to the Faculty Office (University of Turku, Faculty of Medicine, Kiinamylynkatu 13, 20520 Turku, visiting address: Varia, itäinen Pitkätatu 1):

- application directed to the Chancellor of the University of Turku ,
- excerpt of registered studies or curriculum vitae, academic portfolio compiled according to the instructions of the Rector of the University (Instructions: <http://www.utu.fi/opiskelu/oppaat/portfolio/index.html>)
- full list of publications,
- two copies of all publications that the applicant wants to be considered; the publications shall be numbered, grouped and arranged in consecutive order as they are presented in the list of publications ; and
- a freely formulated evaluation by the applicant himself/herself regarding the scientific field and the applicant's contribution to the benefit of this scientific field.

### 2.1. Application

A written application directed to the Chancellor of the University of Turku is submitted to the Faculty Office at the address above. The application must include a statement as to which field of science the title of docent refers.

### 2.2. Excerpt of registered studies or curriculum vitae

The application must include an excerpt of registered studies or curriculum vitae written by the applicant and witnessed by two persons.

### 2.3. List of publications

The applicant shall group the publications as follows:

- original scientific publications,
- reviews published in scientific peer-reviewed journals
- articles in peer-reviewed scientific anthologies and congress publications
- published monographs

- other scientific publications, books and articles related to the scientific field of the application
- teaching materials
- articles and electronic publications addressing the public, e.g. radio programs, television programs or audiovisual publications, related to the field of science of the application
- other publications, e.g. treatment or nursing guidelines.

Manuscripts submitted for publication may be included in the list of publications with the notation "submitted for publication".

References shall follow the Vancouver system, e.g.: Wilson DH, Tyson WT. Name of article. Is J Clan Pathos 1984; 29:765-70.

Each reference quotation shall be followed by a notation of the current available impact factor of the publication, if the value is available. Impact factors may be retrieved by consulting the Journal Citation Reports database (ISI Web of Knowledge).

Please contact the library of the University for further instructions. If the applicant has patents, these may also be included in the list of publications.

The list of publications is a public document and should not contain confidential information.

### **3. Procedures followed by the University**

According to the Rules of procedure of the University, the University must obtain a statement regarding the scientific competence of the applicant from at least two reviewers (experts), unless it for some special reason is considered unnecessary.

The professor in the field of research pertaining to the application for the title of docent is consulted regarding the applicability of the specification of the field of research and regarding the proposed reviewers (experts). Usually two reviewers are nominated. The reviewers may not be persons who have such a relationship to the applicant as referred to in section 27-29 of the Administrative Procedure Act (434/2003). Usually the reviewers may not come from the University of Turku. Before nomination of the reviewers the applicant will have an opportunity to present his/her criticism against the proposed reviewer candidates regarding their bias or other circumstances to be considered before nomination.

Before the application documents are sent for review, The Docent Committee of the Faculty will consider the application and the propositions for reviewers. The Committee may:

- give a favorable statement to initiate the process and propose to the Dean that the reviewers may be nominated for the task,
- require the applicant to correct the application, if it contains formal errors or if the docent committee considers that the merits of the applicant are not sufficient to be qualified for the title of docent, or
- decide not to favor the application if it does not, even after corrections and amendments, fulfill the requirements stated in this instruction.

If the applicant disagrees with the decision of the docent committee, the matter is, regardless of any negative position of the committee, forwarded to the Board of the Faculty for evaluation of the applicant's scientific merit and other circumstances that influence the applicant's eligibility.

The Board of the Faculty has issued a separate instruction regarding arrangements and assessment of the teaching examination. The respective institution will contact the applicant for the practical arrangements of the teaching examination.

Once the statements of the reviewers has arrived at the Faculty Office and the teaching examination (if needed) has been assessed, the Board will announce whether the applicant is eligible for the title of docent as applied or not. If the statement is favorable, the Board will make a proposition to the Chancellor of the University that the applicant be granted the title of docent. The decision of granting the title or not lies with the Chancellor.