Qualification portfolio

Karolinska Institutet

When completing the portfolio, we ask you to fill in a table or use bulleted lists with the most recent activity first. Use single row spacing and Arial size 11 font with 2.5 cm margins.

Leave the headings even if you do not type anything below them. Only remove the instructions.

When you have completed the qualifications portfolio, please update the table of contents, remove this instruction and type your first name and surname in the page heading.

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# I. CURRICULUM VITAE

## 1. Personal data

First name and surname, year of birth, work address, telephone number and email.

## 2. ORCID ID, Open Researcher and Contributor ID or similar

## 3. Education from a university or university college at first cycle and second cycle and clinical education if applicable

Type of education (undergraduate (first cycle), master (second cycle), and clinical), year of graduation, subject field or degree title and university or hospital.

## 4. Doctoral education

Type of degree, degree year, title of thesis, subject field, department, university, and name of main supervisor and co-supervisor(s).

## 5. Postdoctoral research

For research activities after completed doctoral degree in a research group other than the one with your former main supervisor: Specify time period, subject field, department, university and the name of the main supervisor.

## 6. Docent

Year, subject field and university.

## 7. Current employment

Type of employment, extent in percentage of full-time employment, employer and date of employment. Indicate with an approximate percentage, how the working time is divided between a) research, b) teaching, c) leadership and collaboration and d) clinical activities.

## 8. Previous employments

Type of employment, extent in percentage of fulltime employment, employer and employment period. This refers to employments after any postdoctoral research period (specified in point 5).

## 9. Language skills

Native language, English skills and other language skills of relevance. Specify if you have skills in Swedish, Norwegian or Danish at level C1 according to the Common European Framework of Reference for Languages (CEFR).

## 10. Time deducted from academic activities

For example, parental leave. Clinical work is not regarded deducted time in this context.

## 11. Personal references

Name, position and contact details for at least three consulted references. Preferably, specify one reference for each of the areas a) research, b) teaching, c) leadership and collaboration, and d) clinical activities (if relevant). Personal references should not be listed for application for docent.

# II. RESEARCH

## 1. Current research activities

a) Your main research subject in one sentence.   
b) Your role in current research group or equivalent (for example research group leader, team leader, principal investigator or team member).  
c) Link to the website of the current research group or equivalent.

## 2. Scientific awards and prizes

Name of awards or prizes, distributor or organisation, year and whether the awards or prizes were international, national, regional or local.

## 3. Scientific peer-reviewed publications in international journals

To be described under headings 3.1-3.5 below. List the references to the publications according to the Vancouver system. Only include articles that have been published or formally accepted for publication in international scientific journals. Original articles are studies with new data, including those from systematic reviews with meta-analysis. Use bold to highlight your name. Mark with an asterisk (\*) if any last or first authors position is shared.

3.1 Number of original articles  
a) Number of original articles.  
b) Number of original articles as first author.   
c) Number of original articles as last author.

3.2 Ten selected original articles  
List ten selected original articles, preferably as last author in reputable journals. For each of these articles, specify the number of citations as given in the Web of Science database, current journal impact factor and PMID-number.

3.3. All original articles  
Attach a list of all original articles (Appendix 1).

3.4 Number of other publications  
Specify the number of a) review articles, b) study protocols, c) book chapters, d) commentaries or editorials and e) other relevant peer-reviewed publications in international journals.

3.5 All other publications   
Attach a list of all a) review articles, b) study protocols, c) book chapters, d) commentaries or editorials and e) other relevant peer-reviewed publications in international journals (Appendix 2).

## 4. Presentations at international scientific conferences

For up to ten selected international conferences in which you have been speaker or moderator: Specify your role (for example keynote speaker, speaker or presenter of submitted abstract), name of the conference, country and year.

## 5. Research funding obtained as principal applicant in the past eight years and the current year

To be described under headings 5.1-5.2. Mark continuation grants from the same grant provider with an asterisk (\*). For applications as professor or senior lecturer, only include funding over 100 000 SEK/year.

5.1 External research grants awarded through international or national competition   
Grant provider, type of award (for example project grant or salary grant), sum and time period.

5.2 Other research funding  
For research grants in regional or local competition (for example ALF projects), from industry, donations and similar: List grant provider, type of award (for example project grant or salary grant) sum and time period.

## 6. Evaluator of others scientific activities

To be described under headings 6.1-6.4 below.

6.1 Expert reviewer in appointments of academic positions and research applications   
For up to ten activities: Specify assignment, organisation and year.

6.2 Editor or member of editorial board for international scientific journals   
For up to ten activities: Specify your role, journal and time period.

6.3 Expert reviewer for scientific journals  
For up to ten activities: Specify journal and current impact factor.

6.4 Other relevant evaluation assignments   
For up to ten selected activities in addition to those listed above: Specify the assignment and time period.

## 7. International research visits

For up to ten selected instances after completed dissertation and after postdoctoral research (for example sabbaticals or as visiting researcher, or visiting professor): Specify your role, university and time period.

## 8. Other significant scientific merits

Up to ten selected merits of significance for the assessment of your scientific skills in addition to those listed above (for example as co-application for awarded research fundings, patents, innovations, books, publications without peer-review, publication or other dissemination of cohorts, software codes, metadata and methods).

## 9. Research description

Use maximum three A4 pages to describe your main line of research, independence and methodology, but also to comment on transparency and integrity of your research. Use the following three subheadings (a-c).

a) Results of completed research   
Describe your main findings and whether and if and how they have contributed to understanding or application.

b) Ongoing research  
Describe your most important ongoing research.

c) Plan for future research   
Describe your plans for your future research. Reflect on your future research from an international and national perspective.

# III. TEACHING

## 1. Current teaching activities

List your main teaching activities in up to five bullet points.

## 2. Formal education in university-level teaching

a) For completed courses in teaching or supervision at the university level: Specify the course title, course provider, year, and the scope (preferably as full-time study weeks or ECTS-credits).

b) For up to five other forms of pedagogical professional development activities (for example participation in pedagogical conferences, pedagogical workshops or seminars): Specify the form of pedagogical professional development, organiser, year, and extent corresponding to number of full working days.

## 3. Teaching awards

For awards received in competition or through a local merit system (for example awarded titles such as ‘excellent teacher’): Provide name of the award, distributor or organisation, year and whether on an international, national, regional or local level.

## 4. Teaching and supervision at university level

To be described under the headings 4.1 -4.4 below. Provide a concise summary of the extent and diversity of your teaching at the educational levels first cycle, second cycle and third cycle. Create a table under 4.1, which you refer to in 4.2-4.4.

4.1 Courses and education programmes  
For courses you have taught in: Specify course title, your role (for example course director, clinical supervisor, lecturer), university, year, study programme, educational level and number of documented teaching hours.

4.2 Teaching methods   
List various forms of teaching, methods or models you have used (for example seminars, team/problem/case-based learning, lectures, clinical/practical/laboratory training, peer learning or simulation). Specify the format (for example, online, campus-based or in a clinical setting) and describe in which courses (4.1) the teaching forms, methods or models were used. Describe the pedagogical considerations involved.

4.3 Assessment and examination   
Describe your area of responsibility and your role in different forms of assessments and examinations (for example written, oral, practical or clinical). Describe the pedagogical considerations involved. Mark with an asterisk (\*) where you have served as the main examiner.

4.4 Evaluation of your teaching  
List up to three examples of others evaluation of your teaching. Specify your role, evaluation method (for example student online survey, focus group, peer review). Describe the results and if and how they have been used to develop your teaching. Specify in which courses (4.1) the evaluations were conducted.

4.5 Supervision of degree project at first and second cycle level   
Total number of supervisions. For up to ten supervisions: Provide the name of the student, level, number of weeks, university, year of completion or registration and your role (main supervisor or co-supervisor).

4.6 Supervision to licentiate degree  
Total number of supervisions. For each: Provide the name of the doctoral student, thesis title, university, year of completion or registration, name of other supervisors and your role (main supervisor or co-supervisor).

4.7 Supervision to doctoral degree   
a) Main supervisor of doctoral students with completed doctoral degree.   
Total number. For each: Provide the name of the doctoral students, thesis title, university and year of completion.

b) Main supervisor of doctoral students with ongoing doctoral studies.  
Total number. For each: Provide the name of the doctoral students, preliminary thesis title, university and year of registration

c) Co-supervisor of doctoral students with completed doctoral degree  
Total number. For each: Provide the name of the doctoral students, thesis title, university and year of completion.

d) Co-supervisor of doctoral students with ongoing doctoral studies  
Total number. For each: Provide the name of the doctoral students, preliminary thesis title, university and year of registration.

4.8. Supervision of postdoctoral researchers   
a) Supervisor for former postdoctoral researchers.  
Total number. For each: Provide the name of the postdoctoral researchers, university and time period (years) of supervision.

b) Supervisor for current postdoctoral researchers.  
Total number. For each: Provide the name of the postdoctoral researchers, university and year for the start of the supervision.

4.9 Examiner (opponent) of doctoral thesis   
List the name of the doctoral student, year and university.

4.10 Examination board member of doctoral thesis or halftime evaluation  
List name of the doctoral student, if it was doctoral thesis or halftime evaluation, year and university.

## 5. Teaching for healthcare practitioners, patients and others

For selected teaching experiences in addition to those listed above (for example in healthcare education such as specialist and patient education or continuous professional development courses): Specify the activity, your role, organisation, year and number of documented teaching hours.

## 6. Development work, leadership and collaboration in teaching

To be described under headings 6.1- 6.7 below.

6.1 Pedagogical development work  
Specify your most significant pedagogical development work and pedagogical projects. Specify how you have worked with others (for example other professionals, students or patients) to improve teaching or other pedagogical projects (for example mentoring, collaborative projects networking or consultations). Describe your pedagogical considerations and specify your role and year.

6.2 Funding obtained for pedagogical research or pedagogical development   
Specify your role (main applicant or co-applicant), grant provider, sum and time period.

6.3 Presentation of pedagogical work  
List international, national, regional or local presentations and publications of pedagogical development work and pedagogical research.

6.4 Production of teaching material   
List teaching or study materials that you have developed, including online material such as films or online study platforms. Briefly describe the target group of the material, your pedagogical considerations when the material was developed, and how the material has been made available to other teachers and courses.

6.5 Leadership roles in teaching  
For up to ten educational leadership roles related to teaching (for example course coordinator, program director, member of steering committee for a research school, head of subject, work-based training, member of department education committee, or similar): Specify your role, year, educational level, course or program and university.

6.6 Evaluation of other teachers  
Describe your participation or your roles in evaluation of other teachers’ courses or programmes (for example, external reviews or review of educational projects).

## 7. Other significant teaching merits

Up to ten selected teaching merits of significance for the assessment of your pedagogical skills in addition to those specified above.

## 8. Pedagogical reflections and self-assessment of your teaching and supervision

Use maximum three A4 pages and the following two subheadings (a-b).

a) Pedagogical approach   
Describe your personal standpoints regarding teaching and learning. Describe if and how your teaching or supervision facilitates a student-centred approach to learning in accordance with KI’s pedagogical policy (for more information see: KI's Pedagogical policy at ki.se/en). You may use examples and refer to relevant research in teaching.

b) Reflection  
Reflect on your development as a teacher. In relation to the role you are applying for, explain if and how you plan to develop your teaching and pedagogy and which teaching assignment you aspire to hold.

# IV. LEADERSHIP AND COLLABORATION

LEADERSHIP

## 1. Formal education in leadership, management and work environment

List course title, level, length corresponding to full working days, year, and university or organisation.

## 2. Managerial positions with budget and staff responsibility

Assignment, time period, employer and number of persons that you have or have had staff responsible for.

## 3. Other leadership roles

Your role, time period and employer.

## 4. International, national or regional commissions of trust

For example, assignment in organisations, board and committees. Specify assignment, time period and organisation.

## 5. Other significant leadership merits

For up to ten selected merits of significance for the assessment of your leadership skills in addition to those specified above (for example, prizes and awards): Specify assignment and time period.

COLLABORATION

## 6. Organisation of international, national and regional networks and other larger cooperative activities

Network or activity, your role, time period, location, and employer or organiser.

## 7. Organisation of international, national and regional congresses, conferences, conventions and workshops

Type, title, your role, year and location.

## 8. Implementation of quality work

Your contribution, year and employer or organiser.

## 9. Collaboration with the surrounding community, communication and dissemination

For up to ten collaborations (for example with schools, government agencies, industry, laymen organisations, regions and local authorities, patient organisations, the public or media): Specify type of collaboration, time period and collaborative partner.

## 10. Collaboration assignments related to ethics, equal treatment, work environment and environmental sustainability

Assignment, time period and employer or organiser.

## 11. Other significant collaboration merits

For up to ten selected qualifications of significance for the assessment of your collaboration skills in addition to those listed above (for example awards and prizes): Specify qualification and year.

# V. CLINICS

## 1. Specialist expertise

Subject and year of specialist qualification.

## 2. Clinical fellowship programmes

This refers to clinical training for example to acquire new knowledge. Specify programme, country, hospital and time period.

## 3. Present or latest clinical service

Position, employer, extent in percent of full-time employment, work tasks (including experience as senior specialist on call) and time period.

## 4. Area of clinical expertise

Specify area.

## 5. Development of innovations, new evidence-based diagnostic and therapeutic principles

Your role, method and time period.

## 6. Participation in the production of international, national and regional clinical guidelines or care programmes

Your role, type of regulatory document and time period.

## 7. Other significant clinical merits

For up to ten selected merits of significance for the assessment of your clinical skills in addition to those listed above (for example, clinical awards and prizes). Specify type of qualification and year.

# Appendix

Appendix 1

A list of all peer-reviewed original articles in international scientific journals.

Appendix 2

A list of all peer-reviewed a) review articles, b) study protocols, c) book chapters, d) commentaries or editorials and e) other relevant peer-reviewed publications in international scientific journals.