



---

## **Guidelines for applicants**

The instructions provided here are for applications for academic positions at the Faculty of Health and Medical Sciences, University of Copenhagen. All applications will be treated in confidence and only individuals directly involved in the recruitment process will know of the application.

### **Applications should consist of the following:**

- An application including reasons for applying – about 2 pages
- Curriculum vitae – a complete CV
- Diplomas – all relevant certificates
- List of publications – a complete, numbered list of published works
- Research plan/vision – a plan for future research and vision for developments in your field
- Teaching portfolio – please check [this link for guidance](#)
- Teaching plan – your future teaching objectives
- Publications – max. 10 publications to form the basis for academic assessment

### **Recruitment process:**

Recruitment of academic staff at Danish universities is subject to a series of ministerial orders and circulars. Briefly, the process consists of the following:

- After the deadline for applications to be submitted, an academic assessment committee is established
- Applicants are informed of the composition of the committee and the deadline for the committee to complete its assessment
- Applicants will receive the final assessment relating to their own applications
- An appointment committee is set up, which then invites a number of qualified applicants to be interviewed
- Based on the appointment committee's recommendation, the Dean decides who should be offered the position
- All applicants are notified of the final decision

**Terms of employment:**

Salary and other terms and conditions of appointment are set in accordance with the Agreement between the Ministry of Finance and AC (Danish Confederation of Professional Associations) or other relevant professional organisations. All positions are covered by the Job Structure for Academic Staff at Universities (2013).

**How to apply:**

The application and supporting documentation and publications should be submitted online by the deadline, using the link to the web application form for the advertised post. Please note that all obligatory fields (marked with \*) must be completed. **Documentation received after the deadline for applications will not be considered.**

Oct. 2013