# Template for documentation of qualifications when applying for a position as professor and associate professor at NMBU

## Guide to the template:

* The purpose of the template is to provide the expert committee and the recommending authority with information about your qualifications in relation to what is defined in the advertisement text.
* It is the advertisement text that specifies what are absolute requirements and what are desirable qualifications.
* Do not enter more than what is relevant. Headings that are not relevant to the qualification requirements of the position can be deleted.
* In NMBU's competence matrix you will find examples of what can be filled in in the template. < link>
* Use the template to supplement information you have entered in your academic CV in JobbNorge. What you have already stated in your CV, you do not need to repeat here.
* For educational competence, it is marked whether the qualification is relevant for professor, associate professor or for both types of position.
* The completed form must be attached to your application together with other application documents.
* The guidance text will be deleted before submission.

# 1. Scientific qualifications

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## Doctorate

Title/description of the doctoral degree in a relevant subject area.

## 1.1 Research results

Overview of the type of result with a short description.

## 1.2 Research process

Overview of the type of result/experience with a short description.

## 1.3 Research management

Overview of the type of result/experience with a short description.

# 2. Educational qualifications

## 2.1 Pedagogical education and development work

### Overview of completed pedagogical education/courses at min. 200 hours

The time period and institution must be revealed. Applies to the position of professor and associate professor.

### Overview of quality development in own teaching and supervision over time

Planning, implementation, evaluation and development of teaching and supervision.

In the overview, the area of development, level of course/programme, scope, time period, your role and institution must be stated. Applies to the position of professor and associate professor.

### Participation in the development of the quality of education in academic communities

The overview must highlight the type of participation, scope, time period and one's own role. Applies to the position of professor.

## 2.2 Teaching and supervision experience

### Teaching experience at higher and undergraduate level

The overview must include the level, course/programme, scope, time period, own role and institution. Applies to the position of professor and associate professor.

### Breadth and variety of educational experience

The overview must include the type of experience\*, scope, target group, time period, own role and institution. Applies to the position of associate professor.

\*Examples: Teaching of different target groups, varied teaching methods, study administration, study work, course activities, teaching material development, etc., in addition to ordinary teaching.

### Experience with supervision

Applies to the position of professor and associate professor.

For the PhD level, the institution, the date of the thesis and the role of main or co-supervisor must be stated.

For master's/bachelor's level, the number of students sorted by level, year and institution must be stated.

### Examination and assessment work

In the overview, the year, scope and institution must be stated.

## 2.3 Educational management

In the overview, the type of experience\* with a brief description and one's own role must be highlighted.

\*See NMBU's competence matrix for examples.

# 3. Knowledge in use

## 3.1 Dissemination

In the overview, the type of result/experience with a short description must be stated.

## 3.2 Innovation and entrepreneurship

In the overview, the type of result/experience with a short description must be stated.

## 3.3 Interaction with society

In the overview, the type of result/experience with a short description must be stated.

# 4. Management, offices and administration

If you need to supplement your CV, you can fill in the type of result/experience with a short description.

# 5. Special qualifications

Possibly professional competence and language skills. Documented in the CV.

Personal qualities/other qualifications requested in the advertisement you choose how you want to document in your CV/describe in your reflection note. See the announcement text for what should be documented.