



Factsheet for Compiling Application Documents for Advertised Professorships at the Faculty of Medicine of the University of Bern

The following information / documents are requested:

1. Overview_list_candidate.docx to complete

Form is found on the Website of the Faculty of Medicine:

http://www.medizin.unibe.ch/services/faculty_rules/professorship/index_eng.html#pane527037

2. Cover letter

3. Personal data

4. Education / further education

Enclose copies of diploma and degree certificates, doctorates, habilitation / professorships and other qualifications and further education (MBA, post-graduate studies, Master's degrees, certificate course etc.).

5. Professional experience (incl. administrative and leadership experience)

6. Details of occupation

6.1 Surgical subjects:

Operation catalogue organised as follows:

- Interventions conducted as operator
- Interventions conducted as assistant
- Interventions conducted as instructor
- Operation statistics of the entire clinic (only by applicants who state they currently run their own clinic).

6.2 Organisational responsibilities

6.3 Teaching

- List of the courses taught in the last three years divided into education, training, further education and job categories (doctors, care staff etc.)
- Information on bedside teaching.

6.4 Scientific work

List of authorised applications for research funding divided into peer-reviewed / not peer-reviewed. The following information is required: supporting institution, year, title of the project, indication of the main or co-applicant, amount. This summary must state how much funding was generated (total amount in own currency, beginning and duration).

6.5 Promotion of junior researchers

The faculty attaches importance to the promotion of junior researchers and also evaluates candidates with respect to their achievements in this field. Therefore, it is necessary to indicate how far the candidate has been involved in the promotion of junior researchers. Of special interest is the number of successfully supervised Master's theses, dissertations (including PhDs, habilitations or equivalent etc.), the number of junior researchers who have received additional grants from the candidates own work group, especially for stays abroad, prizes for junior researchers while they were employed by the candidate and the candidate's active involvement in committees for the promotion of junior researchers, including the promotion of women.

7. **Research methodology**

Information on research methods which have been single-handedly adopted by the applicant and therefore also can be passed on practically.

8. **Publications**

8.1 List of publications

The publications should be divided into two categories:

- Original papers in peer-reviewed journals
- Other publications (papers in supplements, comments, editorials, errata, letter, proceedings papers, review without original data, special issues)

Abstracts and publications that have been submitted but not yet accepted should **not** be included.

Desired citation format: see template in the appendix

8.2 The five most important original papers

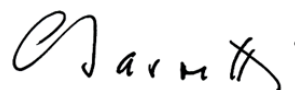
- List of the five most important original papers of the research activities
- Submission of these papers to the Dean's Office in electronic form (see below "Submission of the documents")

Submission of the documents

The documents are to be submitted **electronically** (Total **8 pdf files**) to the Dean's Office (bewerbungen@meddek.unibe.ch) as follows:

- Items 1-7: as **1 pdf-file**
- Item 8.1: as **1 pdf-file**
- Item 8.2: as **6 separate pdf-files** (list + 5 papers)

Bern, 23.11.2020



Prof. Claudio L. A. Bassetti
Dean

Template: list of publications
(in reverse chronological order)

H-Index	
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A) Original papers

No. Authors / title / journal / volume / page numbers / year

No.	Authors / title / journal / volume / page numbers / year	Relative Citation Ratio (RCR)
1	Candidate , other authors. <i>Title of the publication.</i> Journal, volume, initial and final page numbers, year of publication	
2		
3		
4		
5		

etc.

Cumulative RCR	
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B) Other publications

(in reverse chronological order)

No. Authors / title / journal / volume / page numbers / year

No.	Authors / title / journal / volume / page numbers / year	Relative Citation Ratio (RCR)
1	Candidate , other authors. <i>Title of the publication.</i> Journal, volume, initial and final page numbers, year of publication	
2		
3		
4		
5		

etc.

Cumulative RCR	
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