
Regulation and directives for the conferral of the title of Privat Dozent (Venia Legendi)

The University Council of the Università della Svizzera italiana (USI) decrees, based on Art.35 of the USI Statute and Art. 18 of the Statute of the Faculty of Biomedical Sciences:

USI Statute – Art 35 Titles

- 4a Upon proposal from the the Faculty of Biomedical Sciences, the USI Senate is awarding the title Privat Dozent (PD) to doctors, whose specific contributions correspond to the criteria defined in the relevant regulation.

Statute of the Faculty of Biomedical Sciences – Art 18 Tasks

The Board of professors: a) proposes to the USI Senat the recruitment of members for the academic body, the appointment of the title of PD, adjunctl professor, professor emeritus and the conferral of a honorary doctorate.

1. Regulation

Art. 1 Goal

The title of PD is awarded to:

- a. Recognise scientific and teaching skills;
- b. Promote young academic talent;
- c. Meet the teaching requirements of the faculty.

Art. 2 General terms and conditions

The title of PD is attributed to people who:

- a. Have a doctorate in medicine (Dr. med.) or equivalent;
- b. Are active in the Faculty of Biomedical Sciences, in an institute affiliated to the faculty or in an institute that collaborates significantly with the faculty.

Art. 3 Requirements

The requirements for conferring the title of PD are:

- a. Widely recognised professional qualities;
- b. Documented teaching skills;
- c. Documented experience in supervising Master thesis;
- d. Research experience;
- e. Adequate and proven clinical or research activity in national or international institutions.

Art. 4 Application

Applications containing the complete the documentation indicated in chapter 1 of the directives are submitted to the Dean's Office of the Faculty of Biomedical Sciences.

Art. 5 Preliminary review of the application

The application is first reviewed by the Dean's Office, which decides within one month whether to reject it or to submit it to the Promotion Committee, in order for them to evaluate the conferral of the title of PD from the Faculty of Biomedical Sciences.

Art. 6 Promotion Committee conferring the title of PD

- a. The Promotion committee consists of the Dean, the Vice Dean for research and four professors appointed by the Faculty Council for a period of four years. The Committee is chaired by the Dean.
- b. In appointing members, the Faculty Council considers professors of clinical medicine and full professors of USI's internal and affiliated research institutes.

For conflicts of interest, Art. 3 of the "Regolamento sulla promozione e sull'immissione di ruolo del corpo accademico" of USI from 2 December 2011, applies.

Art. 7 Decision

- a. The Promotion Committee proposes the candidates who should be granted the title PD to the Faculty of Biomedical Science. In the event of a positive decision, the Faculty of Biomedical Sciences proposes the candidate to the USI Senate.
- b. The title PD is granted by the USI Senate.

Art. 8 Inaugural lecture

Those who have obtained the title of PD give an inaugural lecture in line with the themes of their research.

Art. 9 Renewal of the title PD

- c. The title of PD is associated with teaching assignments within USI.
- d. The title of PD is conferred for a period of 4 years and is renewable.
- e. Renewal is subject to verification of the teaching and scientific activity carried out during the four-year period by the Promotion Committee.

Art. 10 Recognition of the title of PD, conferred by a Swiss faculty of medicine

PD's from any Swiss medical faculty may request that their title is recognised by USI (Umhabilitierung), if their curriculum vitae meets the formal requirements of this regulation, if they are active in the Faculty of Biomedical Sciences of USI, in an institute affiliated to the Faculty or in an institute that collaborates significantly with the Faculty, and if they comply with the mandate that USI attributes to its PD's.

Art. 11 Entry into force

The present regulations and the related directive were approved by the Senate on 04.03.2021 and shall come into force immediately, with a transition period of one year from approval.

2. Directive of the Faculty of Biomedical Sciences relating to PD

2.1. Documentation for the application

You can apply for the title of PD by sending the following documents to the Dean's Office:

- a. Letter of motivation including a description (maximum half page) of present/future interactions with the faculty;
- b. Presentation letter from the discipline's representative within the Board of professors;
- c. Curriculum vitae;
- d. For medical doctors: Federal medical qualification (or non-Swiss qualification recognised in Switzerland), doctoral qualification (Dr.med. or PhD) and specialty qualification(s) according to ISFM/SIWF criteria (or non-Swiss qualification recognised in Switzerland);
For other academics working in the biomedical field: Doctoral degree (PhD);
- e. Documentation proving participation in a didactic course;
- f. Documentation of teaching activity;
- g. Documentation of scientific activity.

2.2. Documentation of the teaching activity

- a. Teaching activity (clinical teaching, lectures, Master thesis) within the USI Master's programme or other recognised universities during the past 5 years, excluding maternity leave (2 years per child) or illness.
and/or
- b. Postgraduate recognised teaching activity during the past 5 years, excluding maternity leave (2 years per child) or illness.

2.3. Documentation of the scientific activity

- a. Summary (approx. 2 pages) of research carried out in the past 5 years, excluding maternity leave (2 years per child) or illness;
- b. List of publications;
- c. List of research projects funded by third parties (SNSF, EU, Innosuisse, others).

2.4. Evaluation criteria for publications

- a. Only work that was published (or has been accepted for publication) in internationally indexed journals (Journal Citation Reports, JCR, via the Website of Science, Clarivate Analytics) will be evaluated;
- b. Randomised contributions (e.g. case reports), narrative reviews and articles published in journals with an impact factor in the second and third tercile are not normally taken into consideration;
- c. The application will be proposed for promotion if it presents:

At least **10** original publications (including systematic reviews) in quality journals with an impact factor in the top tercile of the relevant discipline published in the 15 years preceding

the application, excluding maternity leave (2 years per child) or illness. The candidate is first or last author in at least **4** of the above mentioned original publications.

- d. In particular cases, at the candidate's request, the committee may refer to additional publications whose value and impact can be certified.

2.5. Evaluation process

The application is first evaluated by the Dean's Office and, if complete, is forwarded to the Promotion Committee.

The Promotion Committee:

- a. Requests one or more letters of evaluation from external experts (not known to the candidate);
- b. Conducts an interview with the candidate;
- c. Asks the candidate to present his/her research path to the Board of professors;
- d. Asks the candidate to give an open lecture in the presence of students and/or doctors and at least 1 member of the Promotion Committee;
- e. Submits the application that meets the requirements to the Board of professor.

3. Recognition of a title of PD obtained in another Swiss faculty (Umhabilitierung)

3.1. Documentation for the application

You can apply for the title of PD by sending the following documents to the Dean's Office:

- a. Letter of motivation;
- b. Presentation letter from the discipline's representative within the Board of professors;
- c. Document certifying that the candidate has been conferred the title of PD by another Swiss faculty;
- d. Curriculum vitae;
- e. Documentation of participation in a didactic course;
- f. Documentation of teaching activities (according to point 3.2);
- g. List of publications according to USI criteria (according to point 3.4.c);
- h. List of research projects financed by third-party funds (SNSF, EU, Innosuisse, others).

The Promotion Committee assesses the request, in particular whether the formal requirements have been met for awarding the title, and if so, proposes the candidate to the Board of professors.

4. Various

With regard to discrimination, equal opportunities, conflicts of interest and prejudices, USI's general rules apply, namely:

USI Statute, Art. 48

Regulation on the promotion and tenure of USI's academic staff, Art. 3 and 7 par. 3

Appeals against the decision of the Promotion Committee and the Senate are permitted in accordance with Art. 61 of the USI Statute.

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