# SciLifeLab

# INTEGRATION & INTRODUCTION DOCUMENT
# for the SciLifeLab Fellows program

1. This document is aimed to support the Fellows program, including recruitment, follow-up and exit processes, i.e. a reference guide for all involed stakeholders.
2. It is not a formal steering document; it instead builds on other, previous decisons and university agreements.
3. It needs to be updated regularly and whenever there are major changes in, or addition of, steering documents
4. It will be kept in a folder accessed by all stakeholders (e.g. scilifelab.se/community) with additional documents describing the Swedish academic system, SciLifeLab's organization, etc.

The document has been circulated to SciLifeLab's management group, host university committees, fellows, strategic council (integration directors), CS director, operations Office, CS site support and IT support. It was approved by Strategic Council on 210121, and presented to the board on meeting no. 49 on 210203. The document has been updated and revised after comments from Integration Directors 230316.

# 1. The Swedish academic system

## Legal rights, requirements and obligations in the Swedish academic system

### Chapter 4 Teachers

#### Employment

##### Section 1

Teachers are employed by the higher education institution. Ordinance (2010:1064).

#### Qualifications and assessment criteria for appointments[1]

##### Professors
##### Section 3

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor. Ordinance (2010:1064).

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor. Ordinance (2010:1064).

#### Senior lecturers[2]
#### Section 4

Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, and

2. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is of value in view of the subject matter of the post and the duties it will involve.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for

employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer. Ordinance (2010:1064).

#### Associate senior lecturers[3]
#### Section 4a

A person qualifed for appointment as an associate senior lecturer is a person who has been awarded a PhD or has the corresponding research expertise. Primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within five years of the deadline for application for employment as an associate senior lecturer. However, a person who has been awarded a PhD or achieved the equivalent expertise at an earlier date may also be considered if there are exceptional circumstances. Exceptional circumstances are sick leave, parental leave or other similar circumstances.

Each higher education institution individually decides the assessment criteria that must be applied when appointing an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer pursuant to Section 12c. Ordinance (2017:844).

#### Associate senior lecturers
#### Section 12a

An associate senior lecturer may be employed for an indefinite period but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.

An appointment pursuant to the first paragraph may be extended for a maximum of two years, if because of the associate senior lecturer's sick leave, parental leave or other special grounds additional time is needed to attain the purpose of the appointment.

An appointment pursuant to the first and second paragraphs is in other respects subject to the provisions of the Employment Protection Act (1982:80).

Exceptions may be made to the first and second paragraphs above through a collective agreement concluded or approved by a central employees' organisation. Ordinance (2017:844).

#### Section 12b

If a teacher has been employed pursuant to Section 12a on a fixed-term appointment at a higher education institution, no agreement may be reached on a fixed-term appointment as laid down in Section 5 of the Employment Protection Act (1982:80) between the higher education institution and the teacher within six months of the date on which the employment pursuant to 12a came to an end.

[1]Please note that the academic job titles differ at some of the host universities

[2]Senior lecturer is called Associate professor at KTH
[3]Assistant Professor at KI (https://staff.ki.se/assistant-professor-bitradande-lektor) and at KTH

Exceptions may be made to the first paragraph above through a collective agreement concluded or approved by a central employees' organisation. Ordinance (2012:523).

### Promotion to senior lecturer
### Section 12c

An associate senior lecturer who is employed at a higher education institution pursuant to Section 12a must, on application, be promoted to senior lecturer at the higher education institution, if he or she:

1. is eligible for employment as a senior lecturer, and
2. is assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education

institution has decided, pursuant to the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.

Such a promotion entails indefinite employment as a senior lecturer. Ordinance (2017:844).

### Appointment decisions
### Section 13

Teachers are employed by the decision of the vice-chancellor. This also applies to decisions due to an application for promotion as referred to in Section 12c. Decisions concerning the appointment of professors may not be delegated. Ordinance (2017:844)

# 2. The SciLifeLab organisation

## SciLifeLab management, roles and research community efforts

The management, roles and community efforts of SciLifeLab is presented in the table below.

| Title | Description | Abbreviation |
|---|---|---|
| Campus Solna | SciLifeLab's Solna site, located in the buildings Alfa and Gamma | CS |
| Campus Solna Director | Primary reponsibility for Campus Solna | CS Director |
| Data Centre | Coordinates and supports activities throughout the SciLifeLab infrastructure life cycle of data: from project planning, data production, data analysis, data sharing, to publishing and reuse of data | DC |
| Infrastructure Director | Primary responsibility for the SciLifeLab national infrastructure facilities, instrumentation and staff, member of the Management group | Infra-Dir |
| Integration Director | Responsible for the integration and communication of each university's strategic decisions with the SciLifeLab management group, member of the host university committee | ID |
| International Advisory Board | SciLifeLab biannually produces reports to its International Advisory Board, https://www.scilifelab.se/about-us/management/international-advisory-board-reports/ | IAB |
| Management Group | Is led by the SciLifeLab Director, who reports to the Board. The group includes a Co-Director, an Infrastructure Director, the Campus Solna Director, and four Scientific Directors, each representing one of our founding universities | MG |
| National SciLifeLab Committee | Links SciLifeLab with other HEI in Sweden | NSC |
| Navet, BMC | SciLifeLab's Uppsala site, located in area E10 of BMC | |
| Operations Office, OO | Located in Navet Uppsala & Campus Solna. Supports national level operations on behalf of the national Management Group within the areas: Infrastructure, Research community, Communications, Events and training, External relations, Financial control, Management support & Site support. OO:s Research coordinator, Communications office and CS Site & IT support are functions especially involved in the Introduction & integration process for fellows | |
| Research Community Programs | Research community effort supported by SciLifeLab: seven network programs that connect top researchers with each other and with the SciLifeLab infrastructure | RCPs |
| Scientific Director | Represents each of the four host universities in the Management Group | SD |
| SciLifeLab board | The Board includes one representative each from the four host universities, three representatives from other Swedish universities, one representative from the industry, and is led by chairman Ylva Engström, appointed by the Swedish Government. The Board is responsible for the national infrastructure, the management and the communication of SciLifeLab. | |
| SciLifeLab Co-Director | National SciLifeLab Co-Director, member of the Management Group | |
| SciLifelab Director | National SciLifeLab Director, leads the Management Group | |
| Technology Development Projects | Research community strategic initiative focused on developing SciLifeLab's infrastructure, funded by SciLifeLab national funding and host university SFO funding | TDPs |
| Host University SciLifeLab Committees | Each host university has its own SciLifeLab Committee that decides over its own SFO, and governs university-specific issues and contributions to SciLifeLab. This includes a position of the Integration Director | |
| Campus Solna Site support and IT support | The Site Support of Campus Solna supports campus-specific operations, on behalf of the Campus Solna Committee | |

# National organization

The organizational structure of SciLifeLab is presented in the figure belo .
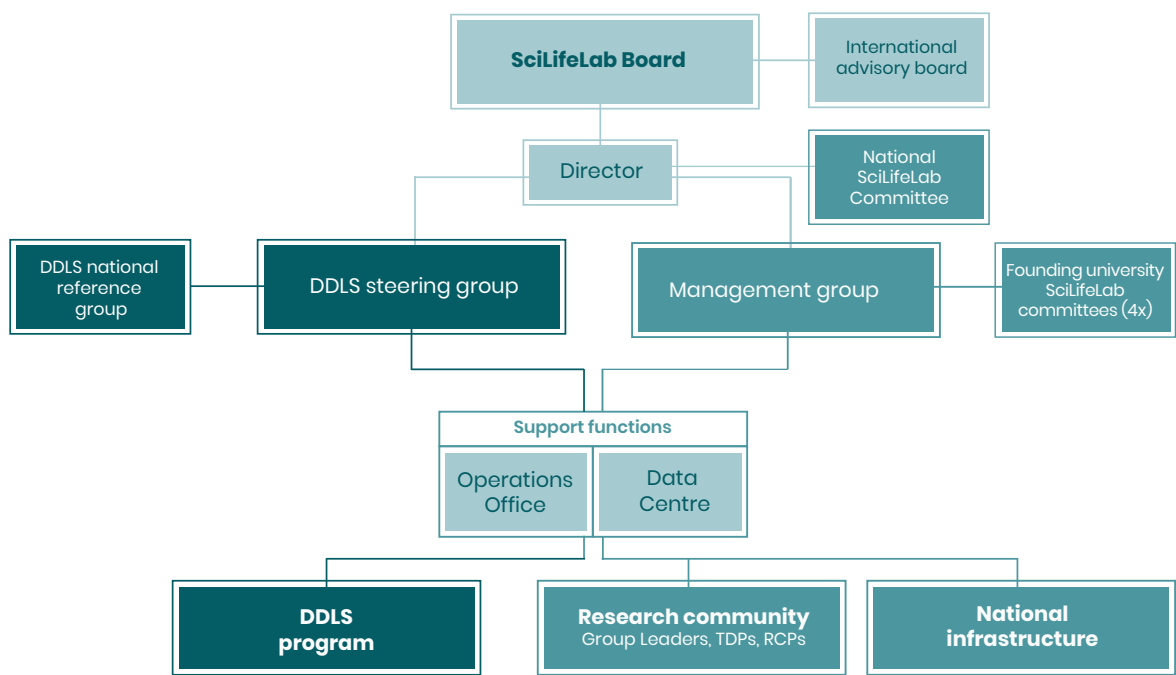


## Read more

Learn more at **scilifelab.se**

# 3. Timeline Campus Solna (KI, KTH, SU)

| Timeline (recommended) | Activity | Responsible person/body | Other participants | Comment |
|---|---|---|---|---|
| **1-1.5 years prior to start** | Integration Director initiates discussions about new SciLifeLab fellow recruitments at respective host university and in SciLifeLab committee | ID | Host university committee including SD | |
| | Coordination within host university (between faculties, departments, centers...) and with SciLifeLab committee on suggestion of research field for recruitment | ID | Host university committee including SD | Identify the research fields that best represent SciLifeLab, and which will increase the research quality on a national level. Discuss location within host university. |
| | Integration Director initiates discussions about new SciLifeLab fellow recruitments with CS Director | ID | CS Director | |
| **1 year prior to start** | Discussion around the research field, at Strategic Council | Strategic council | | If Strategic council finds that the research field has a poor fit to SciLifeLab's profile areas, it should be returned to host university for further discussions |
| | Decision on research field for recruitment within each university and SciLifeLab committee | Host university, SciLifeLab committee | ID | Approval of the position by the host university according to normal routines for new positions |
| | Preliminary CS space allocation (before announcement of position) | CS Director | CSC, Site support | The Site support at CS supports campus-specific operations, on behalf of the CSC |
| | Inform OO research coordinator about the discussion at Strategic council | SD | | |
| | Inform Operation office | Research coordinator | SD and SciLifeLab committee | The Operations office Research coordinator is responsible for coordination of activities within the Fellows program |
| | Inform Site Support CS | CS Director | | |
| | Announcement of position(s) by the host university(ies) | Host university, Host department(s) | | Very important to advertise the position internationally. Recommendation to use the common SciLifeLab template for the public announcement and include links to the host university's formal announcement. Operations office Communications office and Research coordinator supports with postings in SciLifelab:s channels. |
| | Posting of vacancy at scilifelab.se and SocialMedia | Comms. Office | | |
| | International advertising of position by SciLifeLab | Research coordinator | | |
| **12-6 months prior to start** | Evaluation of applications, interviews, selection of top candidate(s) | Host university and ID | | At faculty or department level according to normal routines. Interviews on-site or digital. Recommendation to involve SciLifeLab representation in the recruitment process |
| | Update SD and research coordinator about evaluation process and names of candidates called for interview, with contact info | ID, Head of department | | Plan site visits to CS in connection with interviews |
| | In connection with interviews: Invite candidates to Campus Solna for a visit, and to meet other fellows. Also invite fellow candidate(s) to the host department. If digital interview, candidates should be sent information about SciLifeLab and CS, and a site visit organised at the earliest possible. | Research coordinator, Head of Department (for coordination of visit at department) | ID, SD | Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other fellows |
| | Host department is appointed, if not yet done | Host university, Faculty/School, Head of department, Fellow | | For very broad announcements, the host department may be appointed after the selection of top candidate |
| | During negotiation with selected candidate, offer to visit Campus Solna again if possible. Inform about support and expectations from host department | Head of department, ID | | Discussion with host department eg. matters related to space allocation and teaching, and introduction to university/department organization |
| **6 months prior to start** | Inform SD and OO Research coordinator about the selected candidate, with contact info | Head of department, ID | | |
| | CS: Discussion on space allocation and preliminary decision in CSC | CS Director | CSC, Site support | |
| | CS: Space planning | Site support | | |

| Timeframe | Task | Responsible | Involved | Comments |
|---|---|---|---|---|
| | Upon decision (fellow accepts offer): employment contract signing | Head of department/ Head of school/ Dean/Vice-rektor/SciLifeLab | | Signing at host university by person with the correct mandate |
| | Upon decision (fellow accepts offer): Inform about promotion requirements, deadlines and related matters | Head of department | | |
| | Upon decision (fellow accepts offer) send introduction letter | Research coordinator | | |
| | Upon decision (fellow accepts offer) introduction meeting with fellow | Research coordinator | SD, CS Director, Head of department, Site support, IT support | Important that fellow gets introduced to both SciLifeLab organization (structure, management) and routine meetings, as well as university/department organization. Requirements and optimal interaction should be revised (preferrably immediately once selected candidate arrives). Provide opportunity to meet with other fellows |
| | Upon decision: inform controllers at fellow host department to set up accounts and projects | Head of department | | |
| | Upon decision: Assure that all appropriate decisions are taken regarding SFO-funding linked to fellow | ID | Head of department | CS initiates reconstruction if necessary and inform about reconstruction timeline, CS IT prepares IT-solutions and informs about IT timeline |
| **4 months prior to start** | CS: Upon decision make final decision on space allocation (based on fellow requirements) | CS Director | Site support, IT support | |
| | Upon decision: department contact info (controller, admin) to Research coordinator | Head of department | Controller, SciLifeLab | |
| | Upon decision:<br>• Set up webpage and email account<br>• Ensure that the fellow is advertising positions as it is a lengthy procedure to get positions approved and suitable candidates applying<br>• Inform about grants and application strategy<br>• Facilitate help of visa processing for non-EU fellows<br>• Inform about challenging housing/rental market in Stockholm/Uppsala<br>• Help with (temporary) housing if possible (especially difficult to enter Sweden without local address and getting housing without Swedish personal number)<br>• Inform about arrangement with a bank that would accept clients without Swedish personal number | Host department | | This list is a recommendation, but may vary dependent on local routines |
| | Upon decision: SciLifeLab account and email address | CS IT and Site support | | The email should be set up before start as it is needed for advertising positions and recruiting group members |
| | Upon decision: Fellow should start process to announce vacancies and recruit | Fellow | Comms. office | |
| | Agreement document signed between Host department and SciLifeLab | Research coordinator | Host department, SciLifeLab HoOp, Host university representative (Dept head/ Vice rektor/ ID...) | Recruitment and employment processes differ between the universities. Depending on mandate, one or several host university person(s) should sign the agreement. |
| **1-2 month prior to start** | CS: ensures office space is prepared and informs about reconstruction status | Site support | | The floor representative should introduce the fellow to the floor and its specific rules of conduct/game rules |
| | CS IT ensures IT-solutions and space is prepared, and informs about IT status | IT support | | |

| | | | | |
|---|---|---|---|---|
| **Start** | Upon start: Fellow on SciLifeLab web, advertise vacancies in fellow lab (continous support to all fellows) | Comms. Office, Research coordinator | | |
| | CS: Introduction day | Research coordinator | CS Site support, floor representative | |
| | Fellow employment administration<br>• Confirm SciLifeLab registration of fellow<br>• Employment contracts and stipends for lab members<br>• Travel bills and reimbursements<br>• Certificate<br>• Vacation and sick leave<br>• Insurances<br>• Employment law issues<br>• Employment benefit<br>• Salary<br>• Occupational health services<br>• Support to groups leaders regarding personnel issues | Host department | | |
| | Introduction to the University's Research Support Office Grants Office, and other support service | Host department | | |
| | Introduction to host department | Head of department | | Discussion around short and long term integration into the host department, participation in teaching and other matters related to research and teaching |
| **Prior to or at start, or within 2 years** | Mentorship program | Host university, Faculty/School, Host department | | Fellows are invited to be enrolled in a mentorship program at the host university according to established routines |
| **Start (+) 1 month** | Fellow introduction/research presentation at MG meeting | Research coordinator | Administrative coordinator | |
| | CS: Lab safety training | CS Site support Lab safety office | | |
| | CS: Introduction meeting with CS Director | Research coordinator | CS Director and CS Intendent | |
| | Assignment of a SciLifeLab/Campus Solna contact person | SD | | Assign a PI as contact person (local CS mentor), besides the SD, who can give advice during the first year. |
| | Assignment of a host university contact person | Host department | | Recommendation to assign a PI as contact person, besides the Head of department, who can give advice during the first year. |
| **Start (+) 1-3 months** | Introduction research seminar at Campus Solna | Research coordinator | SciLifeLab seminar series coordinator, SD | |
| **Start (+) 1-6 months** | Take actions to make the fellow visible as a new colleague at CS | Research coordinator, SD | | For example invitation to give seminar, presentation in news letters, web pages and so on. |
| | Take actions to make the fellow visible as a new colleague at the host department | Head of department, ID | | For example invitation to give seminar, presentation in news letters, web pages and so on. |
| **1-2 years** | CS: Follow-up fellow meeting | Research coordinator | Fellow, Head of Department, SD, CS Director | |
| **3 years** | Recommended half-time evaluation | Fellow, host university, host department | | Only relevant for fellows with 5-6 year employment |
| **3-4 years** | Promotion process for 4-year employments. If successful, extension of funding year 5+6 | Fellow, host university, host department | According to host university routines | |
| **4-6 years** | Promotion process for 5-6 year employments. | Fellow, host university, host department | According to host university routines | |
| **4-5 years (15 months prior to end of program)** | CS: Exit process (move to other location/campus, or stay at CS) | Fellow, Head of department, CSC | Research coordinator | |

# 4. Timeline UU

| Timeline (recommended) | Activity | Responsible person/body | Other participants | Comment |
|---|---|---|---|---|
| **1-1.5 years prior to start** | Integration Director initiates discussions about new SciLifeLab fellow recruitments at respective host university and in SciLifeLab committee | ID | Host university committees, SDs, Head of Departments | |
| | Coordination within host university (between faculties, departments, centers…) and with SciLifeLab committee on suggestion of research field for recruitment | ID | Host university committees, SDs, Head of Departments | Identify the research fields that best represent SciLifeLab, and which will increase the research quality on a national level. Discuss location within host university. Head of Departments can suggest subject areas to be processed by SciLifeLab |
| **1 year prior to start** | Discussion around the research field, at Strategic Council | Strategic council | | If Strategic council finds that the research field has a poor fit to SciLifeLab's profile areas, it should be returned to host university for further discussions |
| | Decision on research field for recruitment within each university and SciLifeLab committee | Host university, SciLifeLab committee | ID | Approval of the position by the host university according to normal routines for new positions |
| | Inform OO research coordinator about the discussion at the Strategic council | SD | | |
| | Inform Operation office | Research coordinator | SD and SciLifeLab committee | The Operations office Research coordinator is responsible for coordination of activities within the Fellows program |
| | Announcement of position(s) by the host university(ies) | Host university or Host department(s) | | Very important to advertise the position internationally. Recommendation to use the common SciLifeLab template for the public announcement and include links to the host university's formal announcement. Operations office Communications office and Research coordinator supports with postings in SciLifelab:s channels. |
| | Posting of vacancy at scilifelab.se and Social Media | Comms. Offic | | |
| | International advertising of position by SciLifeLab | Research coordinator | | |
| **12-6 months prior to start** | Evaluation of applications, interviews, selection of top candidate(s) | Host university and ID | | At faculty or department level according to normal routines. Interviews on-site or digital. Recommendation to involve SciLifeLab representation in the recruitment process |
| | Update SD and research coordinator about evaluation process and names of candidates called for interview, with contact info | ID, Head of department | | Plan site visits to Navet in connection with interviews |
| | In connection with interviews: Invite candidates to Navet BMC for a visit, and to meet other fellows. Also invite fellow candidate(s) to the host department. If digital interview, candidates should be sent information about SciLifeLab and Navet BMC, and a site visit organised at the earliest possible. | Research coordinator, Head of Department (for coordination of visit at department) | ID, SD | Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other fellows |
| | Host department is appointed, if not yet done | Host university, faculty, Head of department, fellow | | For very broad announcements, the host department may be appointed after the selection of candidate |
| | During negotiation with selected candidate, offer to visit Navet again if possible. Inform about support and expectations from host department | Head of department, ID | | Discussion with host department eg. matters related to space allocation and teaching, and introduction to university/department organization |
| **6 months prior to start** | Inform SD and OO Research coordinator about the selected fellow, with contact info | Head of department, ID | | |

| | | | | |
|---|---|---|---|---|
| | Upon decision (fellow accepts offer): employment contract signing | Head of department | | |
| | Upon decision (fellow accepts offer): Inform about promotion requirements, deadlines and related matters | Head of department | | |
| | Upon decision (fellow accepts offer) send introduction letter | Research coordinator | | |
| | UU: Upon decision (fellow accepts offer) introduction meeting with fellow | Research coordinator | SD, Head of department | Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other fellows |
| | Upon decision: inform controllers at fellow host department to set up accounts and projects | Head of department | | |
| | Upon decision: Assure that all appropriate decisions are taken regarding SFO-funding linked to fellow | ID | Head of department | |
| | Upon decision: department contact info (controller, admin) to Research coordinator | Head of department | Controller, SciLifeLab | |
| **4 months prior to start** | Upon decision: <br>• Set up webpage and email account <br>• Ensure that the fellow is advertising positions as it is a lengthy procedure to get positions approved and suitable candidates applying <br>• Inform about grants and application strategy <br>• Assign a mentor <br>• Facilitate help of visa processing for non-EU fellows <br>• Help with housing (especially difficult to enter Sweden without local address and getting housing without Swedish personal number) <br>• Inform about challenging housing/rental market in Stockholm/Uppsala <br>• Inform about arrangement with a bank that would accept clients without Swedish personal number | Host department | | This list is a recommendation, but may vary dependent on local routines |
| | Upon decision: SciLifeLab account and email address | Site support | | The email should be set up before start as it is needed for advertising and recruiting |
| | Upon decision: Fellow should start process to announce vacancies and recruit | Fellow | Comms. Offic | |
| | Agreement document signed between Host department and SciLifeLab | Research coordinator | Host department, SciLifeLab HoOp, Host university representative (Dept head/ Vice rektor/ ID,...) | Recruitment and employment processes differ between the universities. Depending on mandate, one or several host university person(s) should sign the agreement. |

| | | | | |
|---|---|---|---|---|
| **Start** | Upon start: Fellow on SciLifeLab web, advertise vacancies in fellow lab (continous support to all fellows) | Comms. Office, Research coordinator | | |
| | Fellow employment administration<br>• Confirm SciLifeLab regist ation of fellow<br>• Employment contracts and stipends for lab members<br>• Travel bills and reimbursements<br>• Certificate<br>• Vacation and sick leave<br>• Insurances<br>• Employment law issues<br>• Employment benefit<br>• Salary<br>• Occupational health services<br>• Support to groups leaders regarding personnel issues | Host department | | |
| | Introduction to the University's Research Support Office Grants Office, and other support service | Host department | | |
| | Introduction to host department | Head of department | | Discussion around short and long term integration into the host department, participation in teaching and other matters related to research and teaching |
| **Prior to or at start, or within 2 years** | Mentorship program | Host university, Faculty/School, Host department | | Fellows are invited to be enrolled in a mentor-ship program at the host university according to established routines |
| **Start (+) 1 month** | Fellow introduction/research presentation at MG meeting | Research coordinator | Administrative coordinator | |
| | UU: Lab safety training | Host department Lab safety office | | |
| | Assignment of a SciLifeLab contact person | SD | | Assign a PI as contact person e.g. UU SciLifeLab group leader, besides the SD, who can give advice during the first year. |
| | Assignment of a host university contact person | Host department | | Recommendation to assign a PI as contact person, besides the Head of department, who can give advice during the first year. |
| **Start (+) 1-3 months** | Introduction research seminar | Research coordinator | SciLifeLab seminar series coordinator, SD | |
| **Start (+) 1-6 months** | Take actions to make the fellow visible as a new colleague at SciLifeLab/Navet | Research coordinator, SD | | For example invitation to give seminar, presentation in news letters, web pages and so on. |
| | Take actions to make the fellow visible as a new colleague at the host department | Head of department, ID | | For example invitation to give seminar, presentation in news letters, web pages and so on. |
| **1-2 years** | UU: Follow-up fellow meeting | Research coordinator | Fellow, Head of Department, SD | |
| **3 years** | Recommended half-time evaluation | Fellow, host university, Host department | | Only relevant for fellows with 5-6 year employment |
| **3-4 years** | Promotion process for 4-year employments. If successful, extension of funding year 5+6 | Fellow, host university, host department | According to host university routines | |
| **4-6 years** | Promotion process for 5-6 year employments. | Fellow, host university | According to host university routines | |