



**LTH**  
FACULTY OF  
ENGINEERING

GUIDELINES

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International Office

## **Guidelines for the Announcement of Study Places and Preparation of Decisions Regarding Admission to Third-Cycle Studies at LTH**

These guidelines were approved by the Board of the Faculty of Engineering (LTH) on 14 June 2023.

### **Background and rules and regulations**

According to the Vice-Chancellor's decision *Rules on the Allocation of Decision-Making Powers at Lund University*, it is the faculty boards that are to establish procedures for the announcement of study places and procedures for admission to third-cycle studies. At LTH, the procedures have been produced in the form of these guidelines.

Rules regarding doctoral studentships and admission to third-cycle studies are regulated in Chapter 5 and 7 respectively of the Higher Education Ordinance (HEO). Rules regarding admissions at Lund University (LU) are stipulated in the *Admission Rules for Doctoral Education at Lund University* (hereafter referred to by its Swedish abbreviation, AOF).

### **Conditions for admission of doctoral students**

There are to be no more doctoral students admitted than can be provided with satisfactory supervision and acceptable study conditions in other respects (HEO, Chapter 7, Section 34). The question of resources is always to be considered in each individual admission case.

Before a decision on admission to third-cycle studies is made, there is to be a plan in place for student finance for the entire programme, available supervision resources within the subject and a plan for the workplace and other physical resources (AOF, Chapter 5).

### **Guidelines for announcement of a study place**

Vacant study places within a third-cycle subject are, as a rule, to be announced. Exemptions may only be made in accordance with the provisions in the HEO, Chapter 7, Section 37.

The vacancy announcement of a study place is to be followed by an application period of at least three weeks. The vacancy announcement is to state whether departmental duties may be involved in the doctoral studentship (AOF, Chapter 2).

### **Vacancy announcement of a study place financed by a doctoral studentship**

A vacancy announcement of a study place that is to be financed by a doctoral studentship is to relate to third-cycle studies leading to a doctoral degree.

LTH does not apply fixed application periods. Applications are on an ongoing basis, as the preconditions for new study places exist within a third-cycle subject. The vacancy announcement is to clearly state the entry requirements and assessment criteria for the third-cycle subject. These are stipulated in the general syllabus for the third-cycle subject.

Unless special grounds apply, the vacancy announcement is to be:

- advertised in Swedish and English
- advertised nationally and internationally
- formulated in an open way and attract applicants of all genders as well as national and international candidates.

LTH always advertises vacancy announcements on the LU website and via the Swedish Public Employment Service (Arbetsförmedlingen). The vacancy announcement is also to be advertised on Euraxess unless special grounds apply such as a requirement for Swedish in the conducting of duties.

## **Needs analysis and person specification**

Recruiting a new doctoral student is a strategically important decision and a major investment for the organisation. As support, LTH has produced a person specification template in Swedish and English. The person specification template, like other support material for work on a needs analysis and person specification, is available on LTHin<sup>1</sup>.

Prior to recruitment, it is important to define the organisation's needs by establishing the goals of the third-cycle programme/position, the areas of responsibility and duties that the position will involve, and the requirements set for the doctoral student regarding education, experience and personal attributes.

## **Guidelines for the preparation of admission decisions**

A preparatory group is to be appointed for preparation and selection regarding admission decisions for third-cycle studies. The composition of the group is to guarantee an impartial assessment and comprise at least two teaching staff members with the qualifications of an associate professor, of which one is not to be a prospective supervisor (AOF, Chapter 4). The appointed teaching staff members of the preparatory group should also include a prospective supervisor. At LTH, the preparatory group is appointed by the head of department.

According to the *Policy and Regulations for Student Influence at Lund University*, the students are entitled to be represented during the preparatory and decision stages concerning cases relating to admissions to third-cycle studies. Consequently, a student union-appointed representative is also to be given the opportunity to act as a representative in the preparatory group.

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<sup>1</sup> <https://lthin.lth.lu.se/english/professional-support/hr---support-and-tools/templates-and-support-material.html>

The risk analysis prior to the admission decision is to be conducted in accordance with AOF, Chapter. 4.

### **Preparation of admission decisions with preceding vacancy announcement**

The admission of a doctoral student is to be prepared by the relevant department and coordinated with the employment case.

Support material is available on LTHin<sup>2</sup> for the practical work on selection and selection methods.

The admission decision may not be made by a prospective supervisor (AOF, Chapter 5). In cases where the head of department is a prospective supervisor, the deputy head of department steps in as the decision-maker and replaces the head of department in the process description below. In cases where both the head of department and the deputy head of department are a prospective supervisor, the chair of the Research Programmes Board at LTH steps in as the decision-maker and replaces the head of department in the process description below.

### ***Eligibility and selection***

For admission as a doctoral student, it is required that the entry requirements for the subject are fulfilled, and that the candidate is considered to have the ability to benefit from the programme (HEO, Chapter 7, Section 35). If special grounds apply, a decision on exemption from the general entry requirements may be made by the chair of the Research Programmes Board at LTH.

The selection among qualified applicants is to be conducted with consideration taken for their ability to benefit from the programme

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<sup>2</sup> <https://lthin.lth.lu.se/english/professional-support/hr---support-and-tools/templates-and-support-material.html>

(HEO, Chapter 7, Section 41).<sup>3</sup> The general syllabus for the third-cycle subject states the assessment criteria that are to be applied. The preparatory group conducts the selection in accordance with these criteria and any particulars in the person specification.

### ***Preparation***

The preparatory group is to write a statement, which describes in an objective and impartial way how the selection process has proceeded and provides reasons for the final standpoint. The statement is to indicate that the candidate fulfils the general and specific entry requirements. The statement is also to indicate who have been appointed as members of the preparatory group. The statement is to be signed by the head of department<sup>4</sup> following a consultation with the preparatory group including the appointed student representative. A statement template is available on LTHin<sup>5</sup>.

Once the statement has been signed, the other applicants who have not been proposed for admission/employment, are informed by LTH's HR Division. These applicants are then to be given the opportunity to submit an objection, within two weeks, regarding the nomination (AOF, Chapter 4.1). Such an objection is to be sent to the head of department<sup>4</sup>.

### ***Decision***

The admission decision is made by the head of department<sup>4</sup>. The admission decision template is available on LTHin<sup>5</sup>. Once the

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<sup>3</sup> If a doctoral student is to be employed in connection with admission, the selection relates to both the admission and the doctoral studentship.

<sup>4</sup> Deputy head of department if the head of department is a prospective supervisor. Chair of the Research Programmes Board in cases where both the head of department and deputy head of department are a prospective supervisor.

<sup>5</sup> <https://lthin.lth.lu.se/english/professional-support/hr---support-and-tools/templates-and-support-material.html>

admission decision has been made, the LTH faculty office is responsible for registering the admission in Ladok.

Documentation for the employment decision for the admitted doctoral student is produced by LTH's HR Division.

### **Preparation of admission decisions with no preceding vacancy announcement**

In cases where the admission concerns a candidate with a scholarship, a candidate for a joint programme, a candidate employed outside LU or a candidate who previously began their third-cycle studies at another higher education institution, a preparatory group according to above is to be appointed for the assessment of qualifications (AOF, Chapter 2.1). The preparatory group is appointed by the head of department.

#### ***Eligibility and assessment of qualifications***

For admission as a doctoral student, it is required that the entry requirements for the subject are fulfilled, and that the candidate is considered to have the ability to benefit from the programme (HEO, Chapter 7, Section 35). If special grounds apply, a decision on exemption from the general entry requirements may be made by the chair of the Research Programmes Board at LTH.

#### ***Preparation***

The documentation required for the admission decision depends on the form of financing (scholarship or externally employed doctoral student) and if the study place is to be included in an education collaboration (joint programme). The form *Application for Admission to Third-Cycle Studies Using Alternative Financing* states the documentation required for the various forms of financing prior to an admission decision.

Agreement templates and forms for documentation regarding admission of candidates with no preceding vacancy announcement are

available on LTHin<sup>6</sup>. For admission with an external scholarship as financing, there is also the *Administrative Procedure for Admission with an External Scholarship*.

### ***Decision***

The decision on admission with no preceding vacancy announcement is made by the chair of the Research Programmes Board at LTH.

Documentation for the decision is sent to Third-Cycle Studies, LTH faculty office.

### **Change of third-cycle subject and resumption of studies**

A change of third-cycle subject is processed as a new admission and means that the doctoral student declares in writing that they have discontinued studies in the previous subject. A change of third-cycle subject does not require a vacancy announcement of the study place in the new third-cycle subject. Decisions on admission to a new subject are made by the chair of the Research Programmes Board at LTH.

A doctoral student who has registered the discontinuation of their third-cycle studies and later wishes to resume their studies needs to apply again to be admitted. For readmissions, the case is to follow the guidelines in this document.

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<sup>6</sup> <https://lthin.lth.lu.se/english/education/phd-studies/forms-and-regulations.html>