



LTH
FACULTY OF
ENGINEERING

ROUTINES

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Faculty of Engineering
Faculty Office
*This is an informal translation of the
Swedish original*

Procedures for announcement of position within third cycle studies and procedures for preparing decisions on admission to third cycle studies

These procedures have been established by the Board of Faculty of Engineering 2016-12-06.

Background

According to the vice chancellor's decision on the Rules on the allocation of decision-making powers within Lund University, the Faculty Boards shall establish procedures for the announcement of and procedures for preparing decisions on admission to study programmes on third cycle level.

These procedures apply together with the admission rules for doctoral education. The admission rules are a clarification of the regulations stated in the Higher Education Ordinance.

Conditions of employment and admission

Only those who are or are intended to be admitted to third cycle studies, and where the admission decision is intended to lead to a doctoral degree, may be employed as a doctoral student.

There shall be no more doctoral candidates admitted than can be satisfactorily prepared supervision and acceptable study conditions in

other respects. The question of resources must always be considered in each individual case of admission.

Scope and duration of employment

Employment as a doctoral student must be on a full-time basis. If a doctoral student makes a request, the appointment may be for part-time work, but not less than 50% of full-time.

Special grounds which may entitle leave for more than 50% are, for example, leave of absence because of illness, parental leave, leave of absence for service in the defence forces or elected positions in trade unions or student organisations.

The total period of the doctoral employment may not exceed 8 years. However, the total period may be longer if there are special grounds as described above.

The net duration of a doctoral employment may not exceed 4 years. The net duration is defined as time spent by the doctoral student on his/her own doctoral studies. The net duration also includes time spent on doctoral studies prior to employment as a doctoral student. The net time is calculated based on the data recorded in LADOK. When recording the activity, it is important to consider all leaves of absence including sick and parental leave.

The maximum duration of employment is one year after the requirements for the doctoral degree have been met.

Procedures for announcement of position within third cycle studies

Announcement

Vacant positions must be announced. According to the Higher Education Ordinance, Chapter 7, Section 37 exceptions to this rule may be made in the following cases:

- Admission of a doctoral student who is to undergo the education within the framework of employment by an employer other than the higher education institution
- When admitting a doctoral student who has previously started his / her education at third cycle at another higher education institution,
- or if there are similar special grounds.

Announcement of a doctoral studentship

Declaration of vacancy of study place with doctoral employment as funding must be followed by an application period of at least three weeks. LTH does not apply fixed application periods, but this is done on an ongoing basis, as study places are available within each individual third cycle subject. In the vacancy announcement, requirements for eligibility and selection for admission to the third cycle subject must be clearly stated. These requirements are stated in the general syllabus for the subject.

Doctoral employment are renewed without vacancy announcement. This also applies if the doctoral student changes subject.

In connection with the call for applications, it must be stated whether departmental duties can be relevant to the position.

All vacancies are advertised on Lund University's website.

A handbook has been produced to support the departments in their recruitment work: Doctoral Recruitment. The handbook is available on LTH's internal website under Professional Support / HR – Support and Tools / Templates and support material.

Needs analysis and requirements profile

Recruiting a new doctoral student is a strategically important decision and a major investment. To help you, there is a template for a requirements profile, see the handbook for Doctoral Recruitment (as mentioned above).

Prior to recruitment, it is important to do a needs analysis, by defining the objectives of the project, the objectives of the doctoral employment, the responsibilities and duties of the position and the requirements that the project places on the employee in regard to education, experience and skills.

Procedures for the preparation of admission decision

Eligibility and selection

Admission as a doctoral student requires that the eligibility requirements for the subject are met or that an exemption has been granted.

Selection for a third cycle position/employment must be made according to the criteria defined in the requirements profile for the position. The general and specific eligibility requirements and assessment criteria are set out in the general curriculum of the third cycle study subject.

Decision

The decision to appoint a new doctoral student is taken by the head of department if the position has been declared vacant. This task may not be further delegated. Employment and admission to the programme is only obtained once admission has been registered in LADOK. Formal incorrect admission decisions are referred back to the department.

Preparation

New appointments as doctoral students must be prepared at the respective department and coordinated with the preparation of the admission case. Applicants who are not proposed for shall be given the opportunity to object against the decision basis to the department within two weeks.

The head of department must give reasons in writing for his/her decision/proposal for admission to third cycle studies. The head of department's statement shall include the selection process, the grounds for selection and the eligibility and relevant qualifications of the

applicants, as well as the decisive factors for the decision/proposal. See the handbook, Doctoral Student Recruitment, for more information.

The head of department shall consult with a group that includes a student appointed by student representatives on the departmental board and teachers appointed by the department. One of the teachers should be available to supervise the candidate for admission. The statement must include who participated in the consultation.

At the same time as admission, supervisors must be appointed, and an individual study plan be established. The decision on the supervisor and the individual study plan must be attached to the admission decision.

Change of third cycle subject and resumption of studies

A change of third cycle subject is handled as a new admission and means that the doctoral student declares in writing that he or she has discontinued studies in the previous subject.

Resumption of interrupted studies must be handled at departmental level as a new admission.

Admission of doctoral students who are not or will not be employed as a doctoral student

The forms of student funding at the university, other than employment as a doctoral student, are referred to as alternative funding. This may be funding through scholarship or funding through employment outside Lund University.

The Higher Education Ordinance allows the university to admit an applicant who has alternative funding, if the university considers that the funding can be secured throughout the course of study and that the applicant can devote the time needed to complete it within four years in the case of a licentiate degree or artistic licentiate degree and eight years in the case of a doctoral degree or artistic doctorate (Chapter 7, Section 36).

Preparation of these matters shall in applicable parts follow the same principles as preparation for employment.

Decisions on admission in the case of alternative funding are made by the Dean of LTH.