Procedure for the advertising of vacancies in third cycle studies and procedure for the preparation of a decision on admission to third cycle studies

These procedures have been approved by the board of the Faculty of Engineering at Lund University (LTH) on 6 December 2016.

Background
Pursuant to the vice-chancellor’s decision on Rules on the Allocation of Decision-Making Powers at Lund University, the faculty boards are to approve procedures for the advertising of vacant study places and procedures for the preparation of decisions on admission to third cycle studies.

The present procedures apply together with the admission rules for third cycle education. The admission rules are a specification of the provisions set out in the Higher Education Ordinance.

Conditions for appointment and admission
Only a person previously admitted, or simultaneously admitted to third cycle studies leading to a doctoral degree according to the decision on admission, can be employed under a doctoral studentship.

The number of doctoral students admitted is not to exceed the capacity for adequate supervision and acceptable general conditions for study. The question of resources is to be taken into account in each individual admission case.

The scope and working hours of a doctoral studentship
Employment under a doctoral studentship is to be on a full-time basis. At the request of the doctoral student, the employment may be arranged on a part-time basis, although no less than 50 per cent of full time.

Exceptional circumstances which may entitle a doctoral student to leave of absence over 50 per cent of full time are reasons such as illness, parental leave, military service or elected office within employee or student organisations.

The gross duration of a doctoral studentship is not to exceed 8 years. However, the total period of employment may be longer if exceptional circumstances as detailed above apply.
The net duration of a doctoral studentship is not to exceed 4 years. The net duration refers to the time that the doctoral student has dedicated to his or her own third cycle studies. The net duration also includes the time dedicated to third cycle studies before employment under a doctoral studentship. The net duration is calculated on the basis of the information registered in LADOK. When registering the degree of activity it is important to take all leave of absence into account, including sick leave and parental leave.

Employment is not to extend for more than one year after the requirements for a doctoral degree have been met.

**Procedure for advertising a vacancy for a doctoral student**

**Advertising a vacancy for a doctoral student**
Available study places for doctoral students are to be advertised. Pursuant to Chapter 7 Section 37 of the Higher Education Ordinance, exemption from this provision applies in the following cases.
- Admission of a doctoral student who is to complete the study programme while employed outside the University
- Admission of a doctoral student who previously started third cycle studies at another higher education institution,
- or in other similarly exceptional circumstances.

**Vacancy for a study place with a doctoral studentship as funding**
The vacancy for a study place with a doctoral studentship as funding is to be advertised with an application period of at least three weeks. LTH does not apply fixed application periods; applications are made on a continuous basis as and when study places become available within each research studies subject. The advertisement is clearly to specify the admission requirements and selection procedure for admission to the research studies subject. These requirements are stated in the general syllabus for the subject.

Employment as a doctoral student is extended without previous advertisement. This applies even if the doctoral student changes the subject of his or her research studies.

In connection with the advertisement, it is to be clear whether departmental duties may be included in the doctoral studentship.

All vacancies are advertised on the Lund University website.

To support the recruitment work of the departments, there is a handbook entitled Recruitment of Doctoral Students. The handbook can be found on the LTH staff pages under Anställning/Anställa personal/Föreskrifter och instruktioner.

**Needs analysis and person specification**
Recruiting a new doctoral student is a decision of strategic importance and a major investment for the organisation. To help in this process, there is a template for the person specification in the handbook on the Recruitment of Doctoral Students (see above).
Before proceeding with recruitment, it is important to define the organisation’s needs by setting objectives for the project, objectives for the research studies/employment, the areas of responsibility and the work duties associated with the position and the requirements set by the project on the employee regarding education, experience and expertise.

**Procedure for the preparation of a decision on admission**

*Eligibility and selection*

For admission as a doctoral student, the admission requirements for the subject must be met or an exemption granted.

Selection for a study place/doc doctoral student is to be made according to the criteria defined in the person specification for the appointment. The general and specific admission requirements and the grounds for assessment are specified in the general syllabus for the research studies subject.

*Decision*

A decision on a new appointment as a doctoral student is taken by the head of department if the vacancy has been advertised. This task cannot be sub-delegated. Appointment and admission to third cycle studies are confirmed once the admission has been registered in LADOK. Formally incorrect decisions on admission are referred back to the department.

*Preparation*

New employment as a doctoral student is to be prepared at the relevant department and coordinated with the preparation of admission to third cycle studies. The applicants who are not proposed for employment are to be given the opportunity to submit their objections to the decision to the department within two weeks.

The head of department is to justify in writing the decision/proposal on admission to third cycle studies. The head of department’s statement is to describe the selection process, the grounds for selection and the eligibility and relevant qualifications of the applicants, along with the elements which determined the decision/proposal. See the handbook on Recruitment of Doctoral Students for more information.

The head of department is to consult with a group including a student appointed by the student representatives in the departmental board and members of the academic staff, appointed by the department. One of the members of academic staff should be a potential supervisor for the successful applicant. The statement is to specify who took part in the consultation.

At the time of admission, a supervisor is to be appointed and an individual study plan approved. The decision on the supervisor and the individual study plan is to be attached to the decision on admission.

*Change of research studies subject and resumption of studies*

A change of research studies subject is handled as a new admission and entails the doctoral student explaining in writing the interruption of his or her studies in the original subject.
The resumption of an interrupted study programme is to be handled as a new admission on the departmental level.

**Admission of research students who are not and will not be employed under a doctoral studentship**
The forms for study finance at the University other than employment under a doctoral studentship are referred to as alternative funding. This can be funding via a scholarship or via employment outside Lund University.

The Higher Education Ordinance allows a higher education institution to admit applicants who have some other form of funding for their studies if it considers that the funding can be guaranteed during the entire period of study and that the applicants can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or a licentiate degree in the fine, applied and performing arts, or eight years in the case of a PhD or a doctorate in the fine, applied and performing arts (Chapter 7 Section 36).

Where applicable, preparation of these cases is to follow the same principles as the preparations for employment under a doctoral studentship.

Decisions on admission with alternative forms of funding are taken by the dean of the Faculty of Engineering (LTH).