



LUND
UNIVERSITY

University Board

DECISION

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16 June 2017

Reg. No STYR 2017/409

Admission rules for doctoral education at Lund University

With the support of Chapter 6 Section 3 of the Higher Education Ordinance (1993:100) in its wording from 1 January 2011 (hereafter HEO), Lund University has decided the following regulations.

1. Information

The Higher Education Ordinance stipulates that higher education institutions shall ensure that an individual who intends to begin a programme of study has access to the information about the programme that is necessary (Ch. 6 Section 3 HEO).

Good, clear and comprehensive information about the programme and the admissions process shall be readily available on the university website.

The information shall include the following:

- the procedure for admissions to doctoral education
- the main content and structure of the programme
- applicable eligibility rules
- the grounds for assessment that are to be applied in assessing the doctoral student's capacity to benefit from the programme
- how decisions on admissions are made
- forms of funding for doctoral education
- deadlines for application to doctoral education

Relevant and necessary information about the University and about formalities and regulations for doctoral education shall also be available.

The information shall also be available in English.

2. Advertisement of vacant places

A vacant place on a doctoral programme shall be advertised. Under Ch. 7 Section 37 HEO, exceptions to this rule can be made:

1. when admitting a doctoral candidate who is to complete the course or study programme within the framework of employment by an employer other than the higher education institution
2. when admitting a doctoral candidate who has previously begun research studies at another higher education institution
3. if there are similar special grounds

The doctoral student place/funding shall be advertised so that it receives appropriate national and international coverage. The advertisement shall always be published on the university website.

The advertisement shall indicate whether departmental duties may be included in the post.

In recruiting and selecting doctoral students for a doctoral programme, an even gender balance and diversity shall be sought in accordance with Lund University's gender equality, equal opportunities and diversity policy.

The position shall be advertised at least three weeks prior to the deadline for applications. There shall be additional rules on routines for the advertisement of doctoral student places for all subjects in which doctoral education is arranged. In accordance with the Vice-Chancellor's decision on *Rules on the allocation of decision-making powers at Lund University (Föreskrifter om fördelning av beslutsbefogenheter vid Lunds universitet, LS 2013/333)*, such rules are decided by the relevant faculty board.

3. Funding for doctoral education

The faculty board is responsible for securing funding for the whole course of studies up to the intended degree (licentiate or PhD) for candidates who are admitted to a programme and who are appointed to a doctoral studentship. This does not, however, apply to cases in which resources are withdrawn in accordance with Ch. 6 Section 30 HEO.

At Lund University, doctoral studentships are the primary method of funding doctoral education.

The Higher Education Ordinance stipulates that appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts (Ch. 5 Section 7). It follows from this that an appointment as a doctoral candidate can last for up to a year after the completion of a doctoral programme of 240 credits.

At Lund University, doctoral grants may not be offered as a means of funding, in agreement with a Vice-Chancellor's decision (LS 2011/378, decision 16 June 2011).

At Lund University, scholarships to fund doctoral education may not be set up, with the exception of supplementary scholarships in accordance with section 3.1.1 below.

3.1. Alternative funding

The forms of student funding at the University other than doctoral studentships are termed alternative funding.

The Higher Education Ordinance concedes that a higher education institution may 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 eight years in the case of a PhD or a doctorate in the fine, applied and performing arts (Ch. 7 Section 36).

At Lund University, alternative funding may not take the form of support from another individual or the student's private capital.

For alternative funding, the funding shall correspond to at least 28 per cent of the price basic amount.

The faculty board is responsible for carrying out a careful assessment of the funding. As with all admissions to doctoral education, admission with alternative funding may not take place if this would divert supervision and other resources from existing doctoral students.

If funding is discontinued during the doctoral student's studies for reasons outside the doctoral student's control, the faculty has an obligation to employ the doctoral student for the remainder of his or her studies. This does not, however, apply to cases in which resources are withdrawn in accordance with Ch. 6 Section 30 HEO.

3.1.1. Scholarships

At Lund University, doctoral studentships are used as the primary form of funding for doctoral education, but use of external scholarships is also permitted – i.e. scholarships established by an organisation other than Lund University.

A written agreement between the funding body and the scholarship recipient (doctoral student) shall be appended to the individual study plan.

An external scholarship may not have conditions attached by the funder relating to performance during the doctoral student's studies.

A proposed doctoral student shall be provided with written information on what scholarship funding entails in terms of insurance, leave, sick leave and suchlike. This information shall be given to the applicant before a decision is taken on admission. The information given shall also include details of the type of insurance the doctoral candidate is responsible for taking out. The doctoral student shall confirm receipt of the information in writing.

Supplementary scholarships

Supplementary scholarships are to be set up by the faculty as complementary funding in cases where a doctoral candidate is to be admitted to a doctoral

programme with an external scholarship as the main source of funding and the external scholarship does not amount to the initial salary after tax for a doctoral studentship in the research studies subject concerned.¹

The external main scholarship shall together with the supplementary scholarship be equivalent on admission to the initial salary for a doctoral student and thereafter follow the equivalent salary development for doctoral students with a doctoral studentship.

Before a faculty admits an applicant to a doctoral programme with an external scholarship that is lower than the initial salary after tax for a doctoral student with a doctoral studentship in the research studies subject in question, the faculty shall decide on the granting of a supplementary scholarship to this applicant. The supplementary scholarship shall together with the external scholarship amount to the equivalent of the initial salary after tax for a doctoral studentship in the research studies subject concerned.

Supplementary scholarships are only to be granted to applicants to doctoral programmes whose doctoral education is to be mainly financed by an external scholarship.

Before a decision on a supplementary scholarship is made, the funding body, whose funds will be used to set up the supplementary scholarship, is to approve that the University sets up a scholarship using these funds. The approval is to be documented in writing.

Before a decision on a supplementary scholarship is made, the faculty should make efforts to come to an agreement with the scholarship funding body on a higher scholarship sum.

Supplementary scholarships shall be paid monthly and may not account for more than 49 per cent of the total scholarship sum each month.²

Supplementary scholarships may be granted to a doctoral student with an external scholarship as principal funding for a maximum 4 years of full-time studies.

Scholarships set up for supplementary funding are not advertised.

Supplementary scholarships are not granted to exchange doctoral students or doctoral students staying for a short period at the University without being admitted to doctoral education at Lund University.

¹ Scholarships that are intended to be an alternative to a salary or other form of funding for doctoral candidates may not be financed with funds from the Government's budget. This refers to direct government funding for research and doctoral education as well as other state funding allocated via a public authority (Appropriation directions for the budget year 2016 regarding universities and higher education institutions, Financial accounting etc. point 9, Government decision III:4, 18 December 2015).

² Supplementary scholarships can account for less than 49 per cent of the total monthly scholarship sum, but may not account for more. Supplementary scholarships are to be a supplement and are not to constitute a doctoral candidate's main source of income.

3.1.2. Funding in the form of employment with another employer

When funding for a doctoral student is provided through an employer other than Lund University, a written agreement shall be drawn up with the employer in order to secure funding for the intended duration of the doctoral programme. Under the *Rules on the allocation of decision-making powers at Lund University* (LS 2013/333), such an agreement is signed by the dean. The right to make such decisions may be delegated to a head of department. The right to make such decisions may not be delegated further.

The written agreement between the University and the doctoral student's employer shall be appended to the individual study plan.

4. Application

An application for admission shall be made on a special form. Under the *Rules on the allocation of decision-making powers at Lund University* (LS 2013/333), the design of the application form is decided by the faculty board.

The Higher Education Ordinance stipulates that higher education institutions shall ensure that an individual who intends to begin a course or study programme has access to the requisite information about it (Ch. 6 Sec. 3).

At Lund University, this means that applicants to doctoral programmes shall have access to advice concerning the programme.

5. Admission requirements

The Higher Education Ordinance stipulates that in order to be admitted to a doctoral programme, an applicant must meet the general admission requirements and any specific admission requirements that the higher education institution has laid down, and be considered in other respects to have the ability required to benefit from the programme (Ch. 7 Sec. 35).

The general admission requirements for doctoral education according to Ch. 7 Sec. 39 HEO are:

1. a second-cycle degree
2. completed course requirements of at least 240 credits, of which at least 60 credits were awarded in the second cycle, or
3. substantially equivalent knowledge obtained in some other way in Sweden or abroad

There may be other admission requirements and conditions in addition to the general admission requirements for admission to the programme (specific admission requirements). The specific admission requirements for each subject in which doctoral education is offered are stated in the general syllabus. In accordance with the *Rules on the allocation of decision-making powers at Lund University* (LS 2013/333), specific admission requirements are decided by the Faculty Board.

The specific admission requirements may specify subjects of study within the 240 credits that form part of the general admission requirements, but may not include specific required courses in addition to these credits.

6. Selection

Selection from among applicants who meet the general admission requirements shall be made on the basis of their ability to benefit from the programme. The university decides what assessment criteria shall be used in determining the ability to benefit from the programme (Ch. 7 Sec. 41, first and second paragraph, HEO).

In accordance with the *Rules on the allocation of decision-making powers at Lund University* (LS 2013/333), selection criteria are decided by the Faculty Board.

The Higher Education Ordinance stipulates that the fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants (Ch. 7 Sec. 41, third paragraph).

7. Admission

Those who undertake doctoral education shall have been formally admitted to a doctoral programme. Courses or programmes that provide preparation for doctoral education shall be assigned to the first or second cycle.

The Higher Education Ordinance stipulates that the number of doctoral students admitted to doctoral programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are suitably funded (Ch. 7 Sec. 34).

The admissions process for doctoral education shall be transparent. A description of the admissions procedure shall be available for potential applicants.

7.1 Preparation of decisions on admission to doctoral programmes

Before a decision is taken on admission, documentation that will form a basis for the decision shall be drawn up and distributed to the applicants, including a recommendation on admission and the reasons for it. Applicants shall be informed at least two weeks prior to a decision on admission. Applicants who wish to submit an objection to the decision should do so to the Faculty Board or the body to which the Board has delegated the decision on admission, within two weeks or a longer period of time set by the body concerned. The applicants shall be informed of the possibility to submit an objection to the recommendation on admission and of the procedure for doing so.

In accordance with the University rules of procedure, a student representative(s) shall be given the opportunity to participate in the preparation of matters concerning admissions to the programme (LS 2010/625, section 5).

More detailed routines for the preparation of admission decisions shall be available for all subjects in which doctoral education is offered. In accordance with the *Rules*

on the allocation of decision-making powers at Lund University (LS 2013/333), such routines are decided by the Faculty Board. The power to make such decisions may not be delegated further.

7.2 Decisions on admission to doctoral education

In accordance with the *Rules on the allocation of decision-making powers at Lund University (LS 2013/333)*, decisions on admission of applicants to doctoral education are made by the Faculty Board. The power to make such decisions may be delegated to another body or individual at faculty level. The power to make such decisions may also be delegated to a body at department level, but not to any individual other than a head of department. The power to make such decisions may not be delegated to the doctoral student's intended supervisor.

Before a decision on admission is made, the following shall be available:

- a plan for the doctoral student's funding for the entire period of study
- sufficient supervisors in the subject
- a plan for the doctoral student's workplace and other physical resources

In accordance with the University's rules of procedure, one or more student representative shall be given the opportunity to participate in decisions on admissions to the programme (LS 2010/625, section 5). All applicants shall be informed of the decision on admission within seven working days of it being made.

A decision on admission to doctoral education cannot be appealed (Ch. 12 Sec. 2 HEO).

8. Entry into force and transitional provisions

The University Board decided on 16 June 2017 to approve these rules. They replace the previous *Admission rules for doctoral programmes* (Reg. No LS 2012/719).

Transitional provision:

The decision on supplementary scholarships applies to doctoral students with external scholarships admitted after 1 January 2018.