



NATUR-
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FAKULTETEN

DECISION

Reg. No.
STYR 2023/981

Date 20 June 2023

Dean

Allocation of responsibilities and decision-making powers of the Dean of the Faculty of Science

Appendix: Allocation of the right to sign certain agreements and applications
Effective date: 1 July 2023.

Note! This is a translation and in case of inconsistencies, the Swedish version applies.

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1. Allocation of responsibilities and decision-making powers by the Dean

This decision is based on the Rules of Procedure for the Faculty of Science and the Faculty Board's delegations to the Dean (Reg. No. STYR 2023/942). Decision-making powers that follow from *Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University* are marked with (*). Otherwise, reference is made to a specific regulation or decision. A list of incorporated decisions is attached. Decision-making powers without reference are those established by the Faculty Board or the Dean.

Allocation of responsibilities and decision-making powers by the Dean does not include all delegations within the Faculty. Each department is responsible for its own delegations and for keeping them accessible to staff and students. Furthermore, delegations in the fields of health and safety, fire protection, security, environment and financial systems/attestation are not included – see separate decisions for this. For delegations within the Faculty Office, the Head of the Faculty Office has drawn up a separate decision.

General information on the allocation of decision-making powers

Below is a short summary of the principles of delegation within the Faculty of Science:

- Delegation refers to the transfer of decision-making power from a higher function to a lower function within an organisation. The lower function is thus given the decision-making power to take decisions with the same decision-making effect as the higher function. Decisions taken by delegation are formally taken on behalf of the University.
- With delegation comes responsibility. A decision to sub-delegate is an active act and the person sub-delegating is still responsible for ensuring that the individual who received the delegation is properly equipped to complete the duty. The person who sub-delegates also has the responsibility to continuously follow up on the delegation decision and a condition for a delegation decision is information to the superior level.
- A delegation must be in writing and reported in minutes or a decision, as well as being registered.
- If it is unclear whether a particular matter is covered by a delegation, or if there is doubt about whether sub-delegation is possible, the recipient of the delegation is to return the matter to the body or individual who made the delegation to have it clarified.

- The delegation of decision-making powers can be revoked at any time.

2. Dean of the Faculty of Science

The Dean shall:

General administration and organisation

- Establish rules and work instructions for the Board's areas of activity, in cases where they are not to be established by the Faculty Board.
- Decide, in special circumstances, decide on a term of office other than three years for a Department Board, Head of Department or Deputy Head of Department.¹
- Decide, in special circumstances, on the extension of the ongoing term of office for a Department Board, Head of Department or Deputy Head of Department by up to six months at a time.²
- Decide on the composition of Department Boards.³ For departments shared with the Faculty of Engineering (LTH), this is done in consultation with the Dean of LTH.
- Establish decision-making and preparatory bodies within the Board's area of responsibility and decide on the composition of such bodies, unless the Vice-Chancellor or University Board has prescribed otherwise.*
- Appoint members to bodies at the faculty and department level, in cases where members do not have to be appointed through election.
- Appoint members of bodies at the university level and decide on proposals for members in cases where members are to be appointed by the Vice-Chancellor or University Board.
- Establish the composition of the Nominating Committee at the department. For departments shared with the Faculty of Engineering (LTH), this is done in consultation with the Dean of LTH.
- Appoint the Vice-Deans which are not the Deputy Dean.
- Decide on the appointment of Heads of Department (or equivalent), Deputy Heads of Department (or equivalent) and, where applicable, Assistant Heads of Department⁴, as well as the scope⁵ of such roles.

¹ Rules of Procedure for Lund University

² Rules of Procedure for Lund University

³ Rules of Procedure for Lund University

⁴ Rules of Procedure for Lund University

⁵ Regulations for management positions at Lund University, Reg. No. STYR 2018/1070.

- Propose to the Vice-Chancellor, in special circumstances, that a Head of Department or Deputy Head of Department be appointed.⁶
- Decide on the size of the Faculty Office and Library within the financial framework decided by the Board.
- Award honorary doctorates.*
- Enter into data processing agreements affecting the Faculty or the activities of several departments within the same faculty.⁷
- Provide statements on consultation papers.

Education and research

- Appoint Director of Studies and Assistant Director of Studies within third-cycle education as well as first and second-cycle education.
- Appoint Department Representatives.
- Decide on the admission of doctoral students with a form of funding other than doctoral employment.*
- Sign letters of invitation/equivalent that support residence permits for prospective doctoral students who will receive external scholarship funding.
- Decide on admissions to part-time studies within a third-cycle programme.*
- Decide on cases where admission to third-cycle education is only for a licentiate degree.*
- Decide on policies and principles for defence and distribution of theses.
- Decide on the submission of requests to the Vice-Chancellor to withdraw a doctoral student's supervision and other study resources, and provide proposals for decisions concerning doctoral students' requests to have their right to study resources restored and other documentation.⁸
- Issue certificates for licentiate and doctoral degrees.
- Decide on the appointment of unpaid associate professors.*
- Decide on the allocation of research and travel grants based on a proposal from the Scholarship Committee.
- Enter into international exchange agreements (other than Erasmus agreements) concerning student exchanges at first, second and third-cycle level.

⁶ Rules of Procedure for Lund University

⁷ Right to sign data processing agreements, Reg. No. STYR 2019/920.

⁸ Processing of Decisions regarding the Withdrawal and Recovery of the Right to Supervision and Other Resources for a Doctoral Student, Reg. No. V 2017/458.

Finance

- Decide on temporary increases of faculty-wide overheads during the financial year. Permanent increases to these costs are decided by the Faculty Board.
- Decide on faculty-wide investments that occur during the year.⁹ Investments exceeding SEK 1 million each or SEK 3 million in total are decided by the Faculty Board.
- Approve the Faculty's triannual financial reports as well as forecasts and financial assessments.
- Decide on the establishment of scholarships (for first and second-cycle students and for postdoctoral scholarships). The decision-making power may not be sub-delegated.¹⁰
- Decide on the allocation of faculty-wide scholarships (to first and second-cycle students and for postdoctoral scholarships). Can be delegated to the Head of the Faculty Office.¹¹

It follows from the Allocation of the right to sign certain agreements and applications that the Dean shall be the faculty signatory for:*

- Grant agreements of less than SEK 8 million when the Head of Department is the grant recipient.
- All agreements that cover more than one department and that do not require a signature by the Vice-Chancellor or University Director.
- Contract research agreements and collaboration agreements between SEK 5 million and SEK 10 million. In calculating the value of collaboration agreements, the payment that the University receives (financial or otherwise) is to be added to the University's contribution.
- Memorandum of Understanding and Letter of Intent in cases where an agreement is to be signed by the Dean.
- All agreements on externally employed doctoral students.
- Education agreements and applications that only concern the Faculty.

⁹ Decisions are to be taken following a consultation with the Presiding Committee or Management Council. Decisions are to be presented at the subsequent board meeting and contain a strategic assessment of the significance of the investment for Faculty's activities.

¹⁰ Lund University's regulations for education and postdoctoral scholarships, Reg. No. STYR 2020/1283.

¹¹ Lund University's regulations for education and postdoctoral scholarships, Reg. No. STYR 2020/1283.

- The Dean does not sub-delegate the right to sign agreements. Please note that the relevant Head of Department must approve all agreements that concern departmental activities prior to the signing by the Dean.

Human resources

- Decide on whether or not to advertise vacant teaching positions, except for postdoctoral appointments.
- Decide to propose to the Vice-Chancellor to inform about the vacant position of professor.
- Decide on appointments and the discontinuation of recruitment processes for teaching positions, except postdoctoral appointments, as well as Head of the Faculty Office and the Library Manager (Appointment of professors, visiting professors and adjunct professors and the discontinuation of recruitment processes for professors is taken by the Vice-Chancellor based on a proposal by the Dean). *Appointment decisions may not be sub-delegated.*
- Decide on proposals to the Vice-Chancellor for appointments of professor, visiting professor or adjunct professor.
- Decide on assessments for promotion to senior lecturer from lecturer and professor. Decisions are taken following consultation with the relevant department. Decisions on assessments of promotions are to be based on strategic considerations. The considerations are to include an assessment of whether the employee has made documented contributions to the development of the organisation and been assessed as suitable for promotion.
- Decide on promotions to position as senior lecturer.
- Decide on proposals to the Vice-Chancellor to promote senior lecturers to the position of professor.
- Propose statements to the Higher Education Appeals Board concerning appealed decisions on appointments of professors.
- Decide on changes to specialisations/subjects of teaching staff (except for professors).
- Decide on salary for a new hire to a teaching position, except for professors.
- Ensure that the University's objectives are followed in pay reviews and other salary decisions for teachers.
- Submit opinion statements to the Appeals Board regarding the Dean's HR-related decisions.
- Decide on assignment stipends for assignments at a department/equivalent in accordance with the regulations in force (except for Head of Division).
- Decide on leave of absence, including parental leave and partial leave for children under age 12, and withdraw such periods of leave, for professors.

- Endorse professors' applications for partial pension prior to decision by the University's Director of Human Resources.
- In consultation with the Head of Department, assess secondary employment reported by department staff.¹²
- Decide that an employee must terminate their secondary employment or prohibit an employee from taking on secondary employment. This decision-making power may not be delegated other than to a body or officer at the faculty level.
- Decide on salaries (pay review and other salary decisions) for Vice-Deans, Heads of Department, Head of the Faculty Office, and Library Manager. The decision on salary for the Head of the Faculty Office shall be taken in consultation with the University Director.
- Decide on other appointment-related matters for Vice-Deans, Heads of Department, the Head of the Faculty Office, and Library Manager, such as:
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures
 - Leave of absence and withdrawal of leave
 - Assess secondary employment
 - Termination of fixed-term employment, including probationary employment
 - Approve time point of termination of employment upon request for dismissal
 - Endorse applications for partial pension prior to decision by the University's Director of Human Resources.
 - Termination of employment in cases where termination is required due to age or under law and collective agreement, and in accordance with decisions by the Swedish Social Insurance Agency on the grounds of illness
 - Changes to terms of employment

Premises and other infrastructure

¹² Lund University's regulations on secondary employment, Reg. No. STYR 2018/2104.

- Decide on documentation for new construction and renovation projects in cases where costs are added to the rent or are more than SEK 500,000 but less than SEK 10 million.
- Decide on equipment and furnishings for new construction and renovation projects in cases where costs are added to the rent or are more than SEK 500,000 but less than SEK 10 million.
- Decide on leasing of premises for Faculty activities.

3. Vice-Deans (including Deputy Dean)

3.1 Vice-Dean for first and second-cycle education (also Deputy Dean)

The Faculty shall have a Deputy Dean who is the second in command to the Dean. The position of Deputy Dean shall be combined with the position of Vice-Dean.

The Dean delegates the following to the Vice-Dean for first and second-cycle education:

- Discontinue study programmes and entry points for education at the first and second-cycle level.
- Decide on the award of scholarships for tuition fees.
- Decide on the distribution of work within the Unit for Teaching, Learning and Development Support (PLUS).
- Decide on the recruitment and appointment of PLUS staff within the given budgetary framework and decide whether to suspend the appointment of PLUS staff.
- Decide on other matters related to the appointment of PLUS staff, such as:
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures
 - Leave of absence and withdrawal of leave
 - Assess secondary employment
 - Termination of fixed-term employment, including probationary employment
 - Approve time point of termination of employment upon request for dismissal
 - Endorse applications for partial pension prior to decision by the University's Director of Human Resources.
 - Termination of employment in cases where termination is required due to age or under law and collective agreement, and in accordance with decisions by the Swedish Social Insurance Agency on the grounds of illness
 - Changes to terms of employment

3.2 Vice-Dean for third-cycle education

The Vice-Dean for third-cycle education has overarching responsibility for matters related to third-cycle education.

The Dean delegates the following to the Vice-Dean for third-cycle education:

- Decide on the admission of doctoral students to a third-cycle programme in cases where the Head of Department (or equivalent) is supervisor.*
- Decide on the drafting and approval of an individual study plan and the annual follow-up of the plan, based on a proposal of the Department Representative, in cases where the Head of Department (or equivalent) is supervisor.*¹³
- Decide on an examining committee, chair and external reviewer for thesis defences, in accordance with the special regulations approved by the Dean.
- Decide on the time and place for a thesis defence.
- Decide on the period during which a thesis is to be available (shortened notification of the date of a thesis defence).
- Decide on the time, place, chair and external reviewer for a licentiate seminar.
- Appoint a supervisor and decide on a change of supervisor in cases where the Head of Department (or equivalent) is the supervisor.
- Appoint an examiner to take a decision on the grade for a licentiate seminar.*
- Decide on credit transfers* for previous studies or professional experience, based on a proposal by the Department Representative, in cases where the Head of Department (or equivalent) is supervisor.

3.3 Vice-Dean for research

The Vice-Dean for research has overarching responsibility for matters related to research.

The Dean delegates the following to the Vice-Dean for research:

In their role as Chair of the Academic Appointments Board:

- Decide that parts of an appointment matter shall be prepared in a Recruitment Committee.

¹³ Regulations for third-cycle education at Lund University, Reg. No. STYR 2018/562.

- Appoint members of the Recruitment Committee, and what parts are to be handled by the Recruitment Committee. The Recruitment Committee shall consist of at least one member of the Academic Appointments Board, one student representative and one Department Representative.
- Appoint an assessment group to process ETP applications.

4 Head of the Faculty Office

The Dean delegates the following to the Head of the Faculty Office:

General

- Represent the public authority in negotiations with staff organisations for decisions that the employer intends to make or that the staff organisation wishes to persuade the employer to take (with the exception of dispute negotiations or collective agreement negotiations).

Finance

- Sign payment orders for cost centres within the Faculty.
- Ensure the accuracy of accruals/income recognition in financial reports.
- Decide on amendments to the annual financial reports of the departments.

Human resources

- Decide on the appointment and change of employment of technical and administrative (TA) staff as well as teaching assistants and student employees, except for library staff.
- Decide on employment after the standard retirement age for all staff except professors and senior lecturers.
- Decide on the discontinuation of recruitment processes, except in cases where the discontinuation decision is made by the Dean, Library Manager or Head of Department.
- Decide on leave of absence, except parental leave and partial leave for children under the age of 12, as well as withdrawal of such leave, for all Faculty staff except professors and library staff (The Dean takes decisions on leave of absence for professors. The Head of Department decides on parental leave and partial leave for children under the age of 12, as well as withdrawal of such leave, for all department staff except professors).
- Endorse applications for partial pension for all staff except professors and TA staff at the Library prior to the decision by the University's Director of Human Resources.
- Decide on termination of employment in cases where termination is required due to age or under law and collective agreement, and in accordance with decisions by the Swedish Social Insurance Agency on the grounds of illness (except for professors).
- Decide on the distribution of work at the Faculty Office.

- Decide on the recruitment and appointment of Faculty Office staff within the given budgetary framework and decide whether to suspend the appointment of Faculty Office staff.
- Make salary decisions (pay review and other salary decisions) for TA staff of the Faculty Office.
- Decide on other matters related to the appointment of Faculty Office staff, such as:
 - Pay review in consultation with the Dean.
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures
 - Leave of absence and withdrawal of leave
 - Assess secondary employment
 - Termination of fixed-term employment, including probationary employment
 - Approve time point of termination of employment upon request for dismissal
 - Endorse applications for partial pension prior to decision by the University's Director of Human Resources.
 - Termination of employment in cases where termination is required due to age or under law and collective agreement, and in accordance with decisions by the Swedish Social Insurance Agency on the grounds of illness.
 - Changes to terms of employment

International matters

- Sign Erasmus agreements on behalf of the Faculty departments.
- Decide on the admission of exchange students (through what is known as a Letter of Acceptance) who have received a place on a course or on a study programme component and who have come here through the Faculty's exchange programme.
- Decide on the nomination and ranking of applicants from the Faculty to the University's central exchange programme. The decision is made after the departments concerned have been consulted on the matter and had the opportunity to comment on the students' applications. The consultation may be bypassed if it is clearly unnecessary, or the decision cannot be postponed due to lack of time.

- Decide on the nomination of students for exchange studies at a university abroad with which the Faculty has an exchange agreement. Such cases are processed in the same manner as described in the point above.
- Issue a Letter of Intent to a prospective scholarship fellow (e.g. applicant to the Swedish Institute). The subject area concerned must first submit their approval.

5 Library Manager

The Dean delegates the following to the Library Manager:

- Decide on the distribution of work at the Library.
- Submit a proposal for the library budget (approved by the Faculty Board). This may not be sub-delegated.
- Decide on the recruitment and appointment of Library staff within the given budgetary framework and decide whether to suspend the appointment of Library staff.
- Make salary decisions (pay review and other salary decisions) for TA staff of the Library.
- Decide on other matters related to the appointment of Library staff, such as:
 - Pay review in consultation with the Dean
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures
 - Leave of absence and withdrawal of leave
 - Assess secondary employment
 - Termination of fixed-term employment, including probationary employment
 - Approve time point of termination of employment upon request for dismissal
 - Endorse applications for partial pension prior to decision by the University's Director of Human Resources.
 - Termination of employment in cases where termination is required due to age or under law and collective agreement, and in accordance with decisions by the Swedish Social Insurance Agency on the grounds of illness.
 - Changes to terms of employment

7 Academic Appointments Board

The Dean delegates the following to the Academic Appointments Board:

- Appoint experts to assess the suitability of applicants in the recruitment and promotion of teachers.*
- Decide on instructions to external experts concerning the drafting of statements.
- Decide on the award of ETP distinctions and admission to the Faculty's teaching academy based on a recommendation from the assessment group.

The delegations of the Vice-Dan for research in their role as Chair of the Academic Appointments Board are listed in Section 3.3.

8 Study Programmes Board and Research Programmes Board

8.1 Study Programmes Board

The Dean delegates the following to the Study Programmes Board:

- Approve first and second-cycle syllabuses*, including specific admission requirements, field-specific admission requirements and selection model, as well as reading lists.
- Approve course syllabuses* for contract education and training in teaching and learning in higher education.
-
- Deciding on the grading scale in first and second-cycle programmes (within the framework established by the University Board).
- Decide on supplementary regulations regarding the division into semesters (division into periods).
- Decide on revisions of programme syllabuses that do not involve changes to the main content.
- Prepare supporting documentation for the Faculty Board's decision on the range of first and second-cycle study programmes, entry points and courses.
- Decide on faculty-wide rules and guidelines regarding the implementation of first and second-cycle education.

8.2 Research Programmes Board

The Dean delegates the following to the Research Programmes Board:

- Establish faculty-wide third-cycle courses and appoint an examiner for each of these.

- Approve third-cycle course syllabuses.*
- Approve guidelines for general syllabuses.
- Establish procedures for the announcement of places in third-cycle programmes.
- Approve the application form for third-cycle programmes.*

9 Department Boards and Heads of Department

9.1 Department Board

The Dean delegates the following to the Department Board:

- Set up preparatory and decision-making bodies within the Board's area of responsibility and decide on the composition of such bodies. *This may not be sub-delegated.*
- Decide on the internal organisation of the department (units/divisions)¹⁴.
- Submit a proposal for the department budget (approved by the Faculty Board). *This may not be sub-delegated.*
- Decide on policy and strategic issues that, pursuant to these regulations and other provisions, are not to be decided by the Faculty Board, Dean or another body.
- Decide on the inclusion of substitutes on the Department Board. *This may not be sub-delegated.*

9.2 Head of Department or equivalent

The following decision-making powers are those delegated by the Dean or established by the Faculty Board in the Rules of Procedure for the Faculty of Science.

The Dean delegates the following to the Head of Department:

General administration and organisation

- Propose members to bodies under the Faculty Board. *This may not be sub-delegated.*
- Propose the composition of the Nominating Committee (approved by the Dean) and propose members of propose members of the Nominating Committee after the nominating and voting members of the department have had the opportunity to propose candidates. Appoint teaching staff representatives to the library branch reference groups.
- Approve all agreements and applications that concern the department's operations, even if the authorised signatory is someone else.
- Sign data processing agreements that concern the department's operations.¹⁵
- Issue statements on reports that concern the department's subject areas.

¹⁴ Rules of Procedure for the Faculty of Science and the Faculty Board's delegations to the Dean, STYR 2023/40

¹⁵ Right to sign data processing agreements, Reg. No. STYR 2019/920

- Responsible for compliance control of dual-use items.¹⁶ *This may not be sub-delegated.*

Research

- Decide on forms of research reporting and quality development.

Third-cycle education

- Propose a Director of Studies and, if applicable, an Assistant Director of Studies (appointed by the Dean).
- Decide on the admission of full-time third-cycle students with a doctoral studentship* (decided by the Vice-Dean for third-cycle education if the Head of Department is the supervisor). In this decision, the Guidelines for advertising study places and preparing decisions on admission to third-cycle studies at the Faculty of Science (STYR 2014/731). *The decision-making power may not be sub-delegated.*
- Decide on an exemption from the general admission requirements for individual applicants in connection with admission when special circumstances exist. *This may not be sub-delegated.*
- Appoint supervisors for doctoral students and decide on a change of supervisor.* *May not be sub-delegated* (performed by the Vice-Dean for third-cycle education if the Head of Department is the supervisor). At least two supervisors must be appointed for each doctoral student. The person appointed principal supervisor must be employed at Lund University and be an associate professor or be deemed by the Vice-Dean to have equivalent expertise. Exemptions from the requirement for employment at Lund University may be granted if special circumstances exist.
- Enter into agreements on contract education. *This may not be sub-delegated.*
- Decide on special permission to participate in courses within the scope of contract education or other credit-earning components.
- In consultation with the Director of Studies, propose to the Dean the persons who are to be appointed Department Representatives and are thereby eligible for appointment in accordance with the following point.
- For every doctoral student, in connection with admission, appoint one of the Department Representatives to represent the department in relation to the individual doctoral student and their supervisor, in accordance with

¹⁶ Lund University's export control programme – compliance programme for dual-use items, Reg. No. STYR 2020/2073.

section 3.7 of the Rules of Procedure for the Faculty of Science and the Faculty Board's delegations to the Dean.

- Based on a proposal from the Department Representative (applies to the Vice-Dean for third-cycle education if the Head of Department is the supervisor):
 - Decide on individual study plans in connection with admission and in case of changes resulting from the annual follow-up (performed by the Vice-Dean for third-cycle education if the Head of Department is the supervisor). *The decision-making power may not be sub-delegated.*
 - Appoint examiners for courses and other credit-earning components. * This decision-making power may be delegated to the Director of Studies and Department Representative. It may not be delegated to the doctoral student's supervisor.
 - Decide on credit transfer for previous studies. * This decision-making power may be delegated to the Director of Studies and Department Representative. It may not be delegated to the doctoral student's supervisor.

First and second-cycle education

- Propose a Director of Studies and, if applicable, an Assistant Director of Studies (appointed by the Dean).
- Appoint an examiner for a course.*
- Cancel first and second-cycle courses and offer alternative first and second-cycle course options.
- For first and second-cycle education, decide on the number of places for study programmes, entry points and courses, within the scope of the educational assignment.
- Decide on the revision of reading lists.
- Approve assessed components/exam codes within courses.
- Decide on the design of recommended study routes.
- Draw up supporting documents for courses to be offered for further processing by the Study Programmes Board and Faculty Board.
- Decide on individual admission matters concerning admission from a waiting list, deferment of studies and leave from studies pertaining to first and second-cycle education. Decide on individual admission matters concerning admission to a later stage of a programme that leads to a general first or second-cycle degree. Decide on the transfer of credits from previous studies or professional experience to be included in a degree.

Finance

- Manage the department's day-to-day finances and accounting.
- Follow-up of results.
- Appoint procurement coordinators and be responsible for ensuring that the department's purchases comply with applicable objectives, legislation, rules and guidelines. The basic principle is that any costs that are charged to the University as a result of errors in the department's handling of its procurement matters are to be charged to the department.
- Decide on the allocation of scholarships (for first and second-cycle students and for postdoctoral scholarships). *The decision-making power may not be sub-delegated.*

It follows from the Allocation of the right to sign certain agreements and applications that the Head of Department shall be the signatory within the department concerned in the following cases:*

- Grant agreements of less than SEK 20million. When the Head of Department is the grant recipient, the Dean is the signatory.
- Contract research agreements and collaboration agreements of less than SEK 5 million. In calculating the value of collaboration agreements, the payment that the University receives (financial or otherwise) is to be added to the University's contribution.
- Memorandum of Understanding and Letter of Intent in cases where the agreement concerned is to be signed by the Head of Department and in cases where the value of the future agreement is unknown.
- Licensing agreements (agreements in which the University grants licensing/usage rights).
- Agreements on degree projects.
- Material Transfer agreements (agreement that gives a party the right to use material).
- Confidentiality agreements.
- Agreements with employees.
- Applications that are not to be signed by the Vice-Chancellor or Dean.

The Head of Department (or equivalent) may delegate the right to sign agreements to a Head of Division within the department. This decision-making power, in turn, may not be sub-delegated. The sub-delegation must be made in writing and to a specific person (position). Sub-delegations must be registered and continually updated, and can be revoked if necessary.

Human resources

- Decide on the distribution of work at the department.
- Decide on whether or not to advertise a vacant postdoctoral position, and decide to appoint or suspend the appointment of postdocs. *This may not be sub-delegated.*
- Decide on whether or not to issue a call for applications for appointment as TA staff, teaching assistants, student employees and doctoral students.
- Decide on the employment of teaching assistants and student employees (including salary).
- Decide on salary (for new hires and other salary decisions) of all TA staff at the department, after consultation with the Faculty's Head of Human Resources. *This may not be sub-delegated.*
- Decide on the employment of an admitted doctoral student (including extension) as well as termination of employment.
- Decide on incremental salary raises.
- Decide on intermittent employment and associated reporting of hours worked and decide on remuneration for assignments within the department.
- Decide on the termination of a probationary period of employment. *This may not be sub-delegated.*
- Decide on the termination/notice of termination of a fixed-term appointment.
- Approve the date of termination of employment following requests for termination from all department staff.
- Decide on stationing abroad by signing a URA agreement. In cases concerning teaching staff (except postdocs), the decision must be endorsed by the Dean.
- Sign letters of invitation/equivalent that support residence permits for persons who are to be funded by scholarships for advancement in research.
- Draw up a written agreement between the department and the scholarship holder, clarifying the nature of the grant and the applicable social conditions. Such an agreement shall include a plan for the scholarship holder's advancement, funding and length of stay, and must be signed before the scholarship holder begins their advancement in first-cycle studies or research studies at Lund University. The Head of Department is responsible for any consequences resulting from an incorrect decision.

- Decide whether or not to accept a scholarship holder (award of scholarship) for advancement in first-cycle education as well as research. *This may not be sub-delegated.*
- Endorse applications for partial pension for all employees prior to decision by the University's Director of Human Resources.
- Decide on parental leave and partial leave for children under the age of 12, as well as withdrawal of such leave, for all department staff except professors). The Dean takes decisions on all leave of absence for professors.
- Assess and take decisions on reports of secondary employment by department employees in consultation with the Dean. *This may not be sub-delegated.*¹⁷ Decisions (in writing) that the employee must terminate their secondary employment are made by the Dean.
- Decide on other issues regarding the employment of the department's employees, including:
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures
- Decide on the annual duties plan for employees according to the working time agreement for teachers.
- Propose salaries for new hires and other salary decisions.
- Decide on salary in case of pay review, after consultation with the Dean.
- Ensure that the appointment or re-appointment to a position is supported by the Department Board.

Premises and other infrastructure

- Decide on documentation for new construction and renovation projects of no more than SEK 500,000 per project, when the project does not affect the future rent.'
- Decide on equipment and furnishings for new construction and renovation projects of no more than SEK 500,000 when the department pays for it with its own fund.*
- Decide on the organisation of IT operations and other infrastructure¹⁸ activities.*

¹⁷ Lund University's regulations on secondary employment, Reg. No. STYR 2018/2104.

¹⁸ The term infrastructure refers to IT, cleaning services, caretaker services, handling of post, printing, etc.

- Decide on the extent of cleaning and other services.*

Appendix 1: Allocation of the right to sign certain agreements and applications

Appendix to *Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University* (STYR 2023/662).

Vice-Chancellor's delegation to the University Director, Deans, Heads of Department, and the Board of Max IV Laboratory.

Limits

The delegations in these regulations apply only to the types of agreements and applications defined below (with the exception of delegations to the University Director). Other types of agreement, such as purchasing agreements and lease agreements, have separate delegation rules.

Definitions

A large number of agreements are signed within the University, with varying content related to research and education. The nature of the agreement is key to determining who has the power to sign it. To assess the nature of the agreement, the following definitions are used:

grant agreement – for funding not requiring any service in return. This means that the party giving the grant has not made any demands to receive goods or services or to enjoy special privileges in exchange for the funding. It is not considered a service in return if the terms agreed state that the recipient is to use the funding for a certain purpose or is to report how it has been used.

industry-employed doctoral student agreement – an agreement on third-cycle education where the doctoral student is employed by the external funding party.

licensing agreement – an agreement where the University gives licensing rights/usage rights to, for example, software (agreements in which the University buys licensing rights or usage rights are dealt with elsewhere)

collaboration agreement – refers to collaborations with one or more parties that are not fully funded and where there is a requirement for services in return (see below under **contract research agreement**)

contract research agreement – fully funded commission where the commissioning party makes demands for services in return (e.g., in the form of delayed publication, confidentiality, rights to results, etc.)

contract education agreement – an agreement relating to the Ordinance on Contract Education

education agreement – an agreement with another higher education institution on education, e.g. joint programmes, exchange agreements and agreements with collaborating partners on, for example, students' degree projects.

In addition, there are:

- Agreements on degree projects
- Material transfer agreements – give the right to use material (both the University and other parties can give this right)
- Confidentiality agreement– usually signed in conjunction with discussions on future collaborations
- Letter of Intent/Memorandum of Understanding – states the intention to enter into an agreement
- Consultancy agreement – agreement in which the University sells consultancy services (agreements on purchasing consultancy services are dealt with elsewhere)
- Agreements with employees.
- In addition, there are the following specific agreements:
 - Agreements within EU research programmes
 - Agreements with the National Institute of Health

Agreements with employees refer to agreements in which employees are given rights to results (e.g., licensing rights, option rights), accept certain restrictions (e.g., delayed publication), etc. in order for the University to fulfil its commitments to other parties in the agreements listed above.

Applications refer to applications for external funding for research and education.

Managing agreements and applications

The Head of Department is responsible for the activities of the department and must therefore always approve all agreements and applications that explicitly concern the activities of the department, even if the authorised signatory is someone else.

The Legal Services Office draws up, negotiates and reviews agreements of the types listed above. Individuals responsible for signing agreements are advised to contact the Legal Services Office well in advance for advice and support.

The following applies unless otherwise stated under *Special conditions*.

Individuals in the following roles have the right to sign agreements on behalf of Lund University:

Vice-Chancellor

The Vice-Chancellor signs in the following cases:

- All agreements of the types listed above that cover multiple departments at more than one faculty (or equivalent).
- Grant agreements of SEK 20 million and above.
- Contract research agreements and collaboration agreements of SEK 10 million and above. In calculating the value of collaboration agreements, the payment that the University receives (financial or otherwise) is to be added to the University's contribution.
- Memorandums of Understanding and Letters of Intent in cases where an agreement is to be signed by the Vice-Chancellor.
- Agreements where the other party's terms are that the Vice-Chancellor is to sign.
- Education agreements and applications that concern more than one faculty (or equivalent).
- Education agreements and applications that concern a joint study programme leading to a joint degree.
- Applications in cases where the call for proposals states that the Vice-Chancellor is to sign.

University Director

The University Director has the right to sign all agreements within their areas of responsibility (as defined in *Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University*, page 2) and all agreements within the University Administration.

The University Director also has the right to sign agreements in the following cases:

- All contract education agreements
- Agreements with LU Innovation system AB

The University Director may sub-delegate the right to sign agreements to other administrative officers. The sub-delegation must be made in writing and to a specific person (position). Sub-delegations must be filed together and continually updated and can be revoked if necessary.

Dean

Dean also refers to the Chair of the Board of the Specialised Centres (USV) and the Chair of the Board for Cultural and Public Centres (LUKOM).

The Dean of a faculty signs in the following cases:

- All agreements of the types listed above that cover more than one department and that do not require a signature by the Vice-Chancellor or University Director.
- Contract research agreements and collaboration agreements between SEK 5 million and SEK 4 million. In calculating the value of collaboration agreements, the payment that the University receives (financial or otherwise) is to be added to the University's contribution.
- Memorandums of Understanding and Letters of Intent in cases where an agreement is to be signed by the Dean.
- All industry-employed doctoral student agreements
- Education agreements and applications that only concern the Faculty.
- Application for ethical review of research involving humans in accordance with the Ethics Review act and related regulations.

The Dean can sub-delegate the right to sign agreements. The sub-delegation must be made in writing and to a specific person (position). Sub-delegations must be filed together and continually updated and can be revoked if necessary.

Heads of Department

The term Head of Department also refers to directors within USV and LUKOM.

All agreements and applications that concern the department shall be signed by the Head of Department. The Head of Department signs for the department concerned in the following cases:

- Grant agreements of less than SEK 20 million
- Contract research agreements and collaboration agreements of less than SEK 800,000 In calculating the value of collaboration agreements, the payment that the University receives (financial or otherwise) is to be added to the University's contribution.
- Memorandum of Understanding and Letter of Intent in cases where the agreement concerned is to be signed by the Head of Department and in cases where the value of the future agreement is unknown
- Licensing agreements (agreements in which the University grants licensing/usage rights)
- Agreements with collaboration partners on degree partners
- Material Transfer agreements
- Confidentiality agreements
- Agreements with employees
- Applications that are not to be signed by the Vice-Chancellor or Dean.

The Head of Department can sub-delegate the right to sign agreements. The sub-delegation must be made in writing and to a specific person (position). Sub-delegations must be filed together and continually updated and can be revoked if necessary.

Board of MAX IV Laboratory

The Board of MAX IV Laboratory is the signatory within MAX IV for all agreements of the types listed above, with the exception of:

The following agreements that, pursuant to the regulations above, are to be signed by the Vice-Chancellor:

- All agreements of the types listed above that cover multiple departments at more than one faculty (or equivalent).
- Memorandums of Understanding and Letters of Intent in cases where an agreement is to be signed by the Vice-Chancellor.
- Agreements where the other party's terms are that the Vice-Chancellor is to sign.
- Education agreements and applications that concern more than one faculty (or equivalent).
- Education agreements and applications that concern a joint study programme leading to a joint degree.
- Applications in cases where the call for proposals states that the Vice-Chancellor is to sign.
- Agreements with a total value exceeding SEK 150 million, which are to be signed by the Vice-Chancellor.
- Agreements related to the overall funding of the MAX IV Laboratory, which are to be signed by the Vice-Chancellor.

The Board of MAX IV Laboratory may sub-delegate the right to sign agreements. The sub-delegation must be made in writing and to a specific person (position). Sub-delegations must be filed together and continually updated and can be revoked if necessary. The Vice-Chancellor is to be continually informed of the delegations of the Board of MAX IV Laboratory.

Special conditions

Special rules pursuant to separate decisions apply to the EU framework agreements and to agreements with the National Institute of Health. In accordance with these special rules, head of the relevant faculty office signs these agreements, with the exception of agreements involving more than one faculty.

For the following agreements of this kind, there are specific administrative procedures:

- EU Horizon 2020: Administrative procedure for research projects within the European Commission's framework programme Horizon 2020, Reg. No. STYR 2014/203

- EU Horizon Europe: Rules of procedure for research and innovation projects under the European Commission's Horizon Europe framework program, STYR 2022/1700
- EU Erasmus +: European Commission programme for education, training, youth exchanges and sports projects Erasmus +, STYR 2022/2601

Appendix 2: Decisions incorporated into these delegation rules.

Only the decision-making powers are gathered in the present document. Further clarification may be found in the various regulations, so it is important to take them into account.

Rules of Procedure for Lund University (STYR 2022/1481), approved by the University Board on 15 December 2021.

Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University (STYR 2023/662), approved by the Vice-Chancellor on 9 June 2022.

Lund University's regulations on secondary employment (STYR 2018/2104), approved by the Vice-Chancellor on 10 January 2019.

Delegation of the right to sign data processing agreements (STYR 2019/920), approved by the Vice-Chancellor on 16 May 2019.

Lund University's export control programme – compliance programme for dual-use items (STYR 2020/2073), approved by the Vice-Chancellor on 21 October 2021.

Regulations for third-cycle education at Lund University (STYR 2018/562), approved by the Vice-Chancellor on 15 March 2018.

Processing of decisions regarding the withdrawal and recovery of the right to supervision and other resources for a doctoral student (V 2017/458), approved by the Study Programmes Board on 9 April 2018.

Lund University's regulations for education and postdoctoral scholarships (STYR 2020/1283), approved by the Vice-Chancellor on 1 October 2020.

Lund University's regulations on procurement (STYR 2020/562), approved by the Vice-Chancellor on 3 September 2020.

Local regulations for first and second-cycle degrees and programmes at Lund University (STYR 2017/599), approved by the Study Programmes Board on 24 May 2017.

Administrative procedure for research projects within the European Commission's framework programme Horizon 2020 (STYR 2014/203).

Regulations on election to electoral college and election at faculty and department level (STYR 2022/1481), approved by the Vice-Chancellor on 3 November 2022.

Regulations on course evaluations and course evaluation reports at Lund University (PE 2010/341), approved by the Vice-Chancellor on 7 April 2011.