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VETENSKAPLIGA
FAKULTETEN

DECISION

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Faculty Board

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

Effective date: 1 July 2023.

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

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1. Introduction

The Faculty's activities are mainly regulated in *Rules of Procedure for Lund University, Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University*, as well as a number of other university-wide regulations and decisions.

At the Faculty, decision-making processes at all levels shall be transparent and easily accessible. The decision-making process must be well defined and clear. The Faculty of Science's rules of procedure aim to specify how the Faculty's activities are to be managed and to define allocation of responsibilities between different levels and functions within the Faculty. It is the responsibility of the Faculty Board to define the modalities of the Faculty's work. The term of office of the members, except for the student representatives, of all bodies at faculty level and of the Nominating Committee is three years and follows the term of office of the Dean, Deputy Dean and Vice-Deans with a three-month delay (i.e. from 1 April to 31 March).

In accordance with the *Rules of Procedure for Lund University*, the aim is to have a gender balance on all committees, boards and other bodies.

In accordance with the *Rules of Procedure for Lund University*, students have the right to appoint representatives to preparatory and decision-making bodies. This applies with the exception of the assessment of individual students' academic achievements and the handling of individual HR matters. If decisions are to be made or preparations are to be carried out by a single person, information must be provided to and consultation must take place with a student representative well in advance of the decision or the completion of the preparation. The *Agreement on procedures to ensure student influence at the Faculty of Science*, Reg. No. STYR 2019/445, sets out how such consultation is to take place. In other respects, the policy and regulations for student influence at Lund University must be observed.

In cases where views on a matter need to be obtained through a consultation procedure and the matter concerns activities of importance to the education or the students' situation, the student unions within the Faculty shall serve as the consultation body.

Student representatives on the Faculty Board and on other committees and councils as well as on bodies at the departmental level are appointed by the student union concerned.

Management structure of the Faculty of Science for the 2024–2026 term and onwards

The Faculty Board has decided¹ that from the 2024–2026 term and onwards there will be some changes in the management structure of the Faculty. For the sake of clarity, the changes are listed here, but existing texts will only change from the date they take effect:

- The Nominating Committee prepares the election of the Dean and Deputy Dean. The Nominating Committee defines the requirements profile for these two positions. This means that the text stating that each Vice-Dean shall have an area of responsibility, either first and second-cycle education, third-cycle education or research, shall be eliminated from the Rules of Procedure. The text that the Nominating Committee shall, in its work, strive to ensure that the Dean and Vice-Deans together represent the Faculty’s breadth of disciplines has been replaced with “The Dean and Deputy Dean shall together represent the breadth of the Faculty”.
- The Faculty Board delegates the following to the Dean:
 - propose Vice-Deans after discussion with the chair of the Nominating Committee
 - propose areas of responsibility for these and the scope of their role
- The Faculty Board decides on the role/suspension of role of the Vice-Dean(s). The term of office for Vice-Deans follows that of the Dean. The incoming Dean shall present proposals for Vice-Deans, areas of responsibility and the scope of the role at the Faculty Board meeting in November at the latest. The chair of the Nominating Committee shall be invited to this meeting. The Faculty Board delegates to the Dean the task of defining the areas of responsibility and the scope of the role after discussion in the Faculty Board. If necessary, additional Vice-Deans may be appointed during the current term.

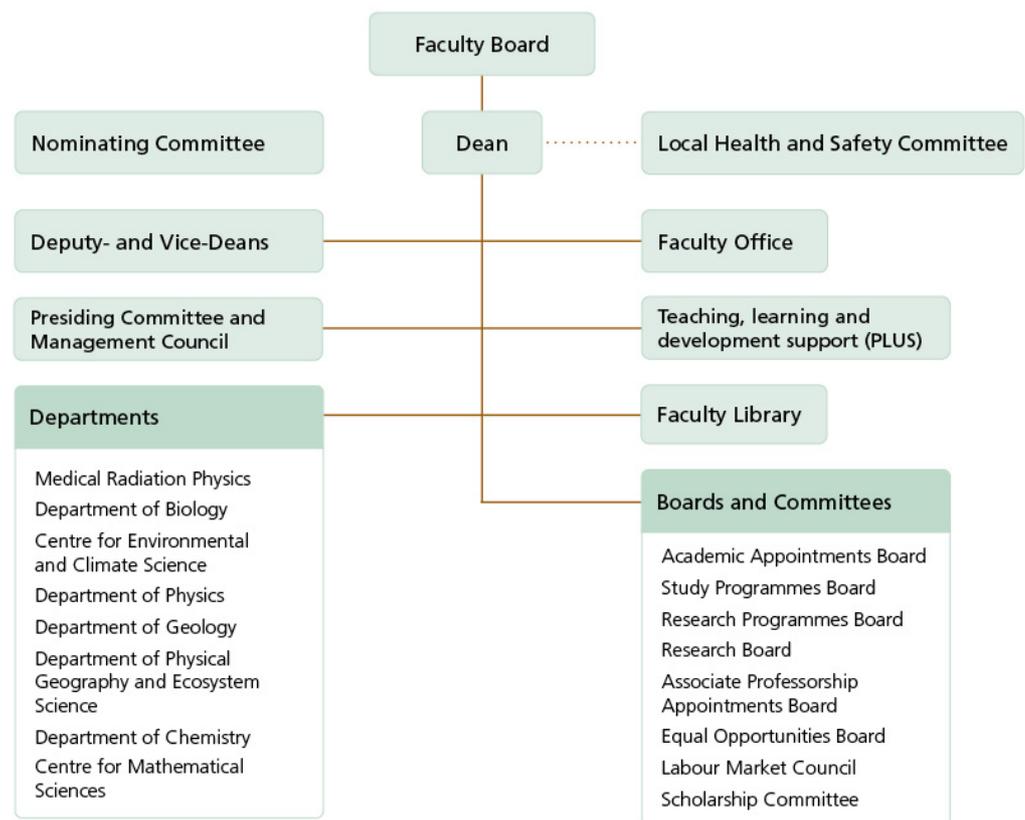
¹ Reg. No. STYR 2022/908.

- The Faculty Board delegates to the Dean the authority to decide who will chair boards and committees at the faculty level and appoint individuals to these positions.

2. Management and preparatory and decision-making bodies at the faculty level

Organisational chart

In accordance with the Rules of Procedure, the organisation of the Faculty of Science can be illustrated as follows:



Faculty Board

The Faculty of Science is led by a board. In accordance with the *Rules of Procedure for Lund University*, the Faculty Board has collective responsibility for education, research, innovation and collaboration, quality and development work, the Faculty Library, organisation, finance, staff, administration, and information and communication issues.

The Faculty Board decides on the establishment and dissolution of departments and other units within the Faculty. The Faculty Board may decide on management for a department/equivalent other than a board, if special circumstances exist.

The work of the Faculty is led by a Dean, who also chairs the Faculty Board. The Deputy Dean is the Vice-Chair. The Board includes representatives of the teaching staff, students and other staff as well as two external members.

The Faculty Board shall work in a forward-looking manner and identify long-term goals and visions for the Faculty.

The Faculty Board has twelve members, excluding student representatives. The Faculty Board is composed of:

- Chair
- Vice-Chair
- Six representatives of the teaching staff
- Two representatives of other staff
- Two external members
- Three student representatives

The term of office for Faculty Board members, except for student representatives, is three years. If special circumstances exist, the University Board may extend an ongoing term of office by up to six months at a time.

If a vacancy opens in a Faculty Board and maximum one year of a term remains, no election to fill the seat is required, provided that a majority of the members (excluding student representatives) are made up of teaching staff with research or fine arts expertise.

The staff organisations affiliated to the University through collective agreements are entitled to appoint one representative each to the Faculty Board with the right to attend, express opinions and make proposals.

Representatives of the teaching staff and other staff are appointed through election by the voting members of the Faculty. The student representatives are appointed in the order laid down in Section 7 of the Ordinance on Students' Unions (2009:769). The external members are appointed by the Vice-Chancellor on the proposal of the Faculty Nominating Committee. Substitutes can be appointed for student representatives, but not other members. The Head of the Faculty Office and a Recording Secretary are always present at the meetings of the Board.

Dean

In accordance with the *Rules of Procedure for Lund University*, the Dean is the head of the Faculty and represents the Faculty within and outside the University. The Dean is responsible for ensuring that research and education within the Faculty are of high quality and for promoting interaction with the wider community. The Dean is responsible for the day-to-day activities of the Faculty and shall ensure that the activities are conducted in accordance with the law and regulations, collective agreements and other agreements, thus ensuring the proper exercise of authority and the Faculty's responsibilities as an employer. The Dean also has the decision-making powers delegated by the Faculty Board.

The Dean is in charge of the Deputy Dean, the Vice-Deans, the Heads of Department (and equivalent)², the Head of the Faculty Office and the Library Manager. The Dean chairs the Faculty Board, the Equal Opportunities Committee, and the Local Health and Safety Committee.

The Dean shall have a deputy.

The Dean is appointed by the Vice-Chancellor for a term of three years, based on a proposal through election by the voting members of the Faculty in accordance with 3.4 of the *Rules of Procedure for Lund University*. The University Board may decide on a term of office other than three years if exceptional circumstances exist. Furthermore, in special circumstances, the University Board may extend an ongoing term of office by up to six months at a time. The Dean shall be a member of the teaching staff with research expertise. The election of the Dean must be finalised at least six months before the start of the term of office.

Deputy Dean

In accordance with the *Rules of Procedure for Lund University*, a Deputy Dean shall be appointed. The Deputy Dean is the Vice-Chair of the Faculty Board. The Faculty Board determines that one of the Vice-Deans is appointed Deputy Dean.

The Deputy Dean is appointed by the Vice-Chancellor for a term of three years, based on a proposal through election by the voting members of the Faculty in accordance with items a and b of 3.4 of the *Rules of Procedure for Lund University*. The University Board may decide on a term of office other than three years if exceptional circumstances exist. Furthermore, in special circumstances, the

² For departments belonging to both the Faculty of Science and the Faculty of Engineering (LTH), the Dean is in charge of the Heads of Department that are employed at the Faculty of Science.

University Board may extend an ongoing term of office by up to six months at a time. The election of the Deputy Dean must be finalised at least six months before the start of the term of office.

Vice-Deans

According to *Regulations for management positions at Lund University*, the Faculty Board may decide to appoint Vice-Deans. The Faculty Board has decided that the Faculty shall have three Vice-Deans. One of the Vice-Deans serves as the Dean's deputy (Deputy Dean) and the Vice-Chair of the Faculty Board. Each Vice-Dean has an area of responsibility, either first and second-cycle education, third-cycle education or research. Which area of responsibility is assigned to which Vice-Dean should depend on their previous main experiences and experience. The Faculty Nominating Committee proposes the allocation of responsibilities.

The Vice-Dean for third-cycle education chairs the Research Programmes Board and the Associate Professorship Appointments Board.

The Vice-Dean for first and second-cycle education chairs the Study Programmes Board.

The Vice-Dean for research chairs the Academic Appointments Board and the Research Board.

The Vice-Deans that will serve as Deputy Dean is appointed by the Vice-Chancellor based on a proposal through election by the voting members of the Faculty. The other two Vice-Deans are appointed by the Dean based on a proposal through election by the voting members of the Faculty. The Vice-Deans shall be members of the teaching staff with research expertise. The term of office is three years. The election of the Vice-Deans must be finalised at least six months before the start of the term of office.

Presiding Committee

The Faculty has a Presiding Committee, which acts as a working committee for the Faculty Board. The Presiding Committee handles matters of an ongoing nature. The Dean normally makes decisions after consulting with the Presiding Committee.

The Presiding Committee consists of the Dean, the Deputy Dean, the Vice-Deans, the Head of the Faculty Office and two student representatives. Substitutes can be appointed for student representatives.

The Head of Human Resources, Head of Finance, Communications Manager, Library Manager and a Recording Secretary are always present at meetings of the Presiding Committee as expert members of staff.

Management Council

The Faculty has a Management Council that handles matters of a more long-term and strategic nature. The composition of the Management Council ensures that operational issues reach faculty management quickly and that the decisions made are of a higher quality by highlighting issues from many angles before the Dean makes a decision. The Management Council is a forum for dialogue between the departments and faculty management.

The Management Council consists of the Dean, Deputy Dean, Vice-Dean, Heads of Department (or equivalent), the Head of the Faculty Office and two student representatives. Substitutes can be appointed for student representatives.

The Head of Human Resources, Head of Finance, Communications Manager, Library Manager and a Recording Secretary are always present at meetings of the Management Council as expert members of staff.

Faculty Library

The role of the Faculty Library is to support research, third-cycle education and teaching at the first and second-cycle level. The Faculty Library consists of four library branches: the Biology Library, the Physics and Astronomy Library, the Geolibrary and the Library of Chemistry and Chemical Engineering. A library branch may have several points of service. For the library branches at the departments that are shared with the Faculty of Engineering (LTH), the library branch belongs to only one faculty organisationally. The libraries at Kemicentrum and the Department of Physics belong to the Faculty of Science and the library at the Centre for Mathematical Sciences belongs to the Faculty of Engineering (STYR 2015/979). The work is led by the Library Manager.

Remit:

- Offer needs-oriented library support on a par with the rest of the University to all employees and students within the library's area of service.
- Provide close and subject-adapted support for research and learning.
- Continuously adapt the libraries' activities according to prevailing needs.
- Collaborate with libraries at other faculties and the University Library, as well as with actors nationally and internationally.

Reference Groups

There is to be a Reference Group for each library branch. The term of office is three years.

Composition:

- Library Manager (chair).
- At least three representatives of teaching staff (all concerned departments or equivalent must be represented). The representatives of teaching staff are appointed by the Head of Department.
- At least one representative of library staff at the library branch.

- At least one student representative.

Remit:

- Advise on matters related to the services offered to staff and students.
- Advise on matters related to the development of the library's collections, in accordance with the Faculty Library's acquisition policy.
- Be an active channel of information between the library and its representative areas.

Unit for Teaching, Learning and Development Support (PLUS)

The overall remit of PLUS is to promote teaching and learning linked to research within the science subjects. After anchoring in the Study Programmes Board, and within the framework of the Faculty's quality assurance system, PLUS plans and carries out the following:

- qualifying training in teaching and learning in higher education.
- development work with regards to teaching and learning.

Academic Appointments Board

In accordance with the *Lund University Appointment Rules*, there shall be at least one Academic Appointments Board at each faculty. The Academic Appointments Board is a preparatory body under the Dean for decisions on appointments of teaching staff, with the exception of postdoctoral positions. The Board prepares matters related to promotion to professor and senior lecturer. The Board has overarching responsibility for the process of awarding the distinction of ETP (Excellent Teaching Practitioner).

Composition:

- At least four representatives of teaching staff (including chair) Two student representatives.

The Vice-Dean for research serves as Chair. A Vice-Chair shall be appointed from the representatives of teaching staff. Substitutes are appointed for the members of the Academic Appointments Board. A member of teaching staff from the faculty's teaching academy may be co-opted for decisions on awarding an ETP distinction. The term of office is three years.

Study Programmes Board

The Study Programmes Board coordinates the work related to quality assurance and quality enhancement of the first and second-cycle courses and study programmes at the Faculty of Science. This means that the Study Programmes Board initiates quality enhancement with regard to the conditions, design, implementation and results of the study programmes. The Study Programmes Board works to promote equal opportunities, internationalisation, sustainable development and broadened recruitment in educational activities. The Board also monitors compliance with the regulations of first and second-cycle education and promotes student influence on the study programmes. The Board is a preparatory body under the Dean. The Dean has the option of allocating decision-making powers to the Board.

The remit includes:

- Working on student recruitment, marketing and issues related to third-stream activities in collaboration with the Communications unit of the Faculty Office.
- Developing issues concerning the labour market and employability in collaboration with the Faculty's Labour Market Council.
- Promoting the integration of gender equality and equal opportunities perspectives in education.
- Cooperating with the Faculty's Unit for Teaching, Learning and Development Support (PLUS) on matters related to teaching and learning, and with the Faculty's Supplemental Instruction (SI) activities.
- Cooperating with the Faculty Library on matters related to the information literacy development of students.

- Promoting the internationalisation of programmes in cooperation with the Internationalisation unit of the Faculty Office.

Composition:

- Chair.
- Nine directors of studies (one from each department or equivalent).
- One external representative.
- Three student representatives.

The Vice-Dean for first and second-cycle education serves as Chair. The Board appoints a Vice-Chair from among its members. Substitutes can only be appointed for student representatives. The term of office is three years.

Research Programmes Board

The Research Programmes Board coordinates the work related to quality assurance and quality enhancement of the third-cycle programmes at the Faculty of Science. This means that the Board initiates quality enhancement with regard to the conditions, design, implementation and results of the study programmes. The Board also monitors compliance with the regulations of third-cycle education and promotes doctoral student influence on the study programmes. The Board is a preparatory body under the Dean. The Dean has the option of allocating decision-making powers to the Board.

The remit includes:

- Developing processes to communicate quality assurance work in collaboration with the Communications unit of the Faculty Office.
- Developing issues concerning the labour market and doctoral student employability in collaboration with the Faculty's Labour Market Council.
- Promoting the integration of gender equality and equal opportunities perspectives in third-cycle education.

- Developing and offering supervisor training.
- Promoting the internationalisation of programmes in cooperation with the Internationalisation unit of the Faculty Office.

Composition:

- Chair.
- At least four representatives of teaching staff.
- Two student representatives.

The Vice-Dean for third-cycle education serves as Chair. Substitutes can only be appointed for student representatives. The term of office is three years.

Research Board

The Research Board shall have overarching responsibility for monitoring and preparing matters related to the financing of infrastructure, participation in major research programmes and cooperation with MAX IV and ESS. The Board shall also coordinate and prepare matters related to the development, follow-up and evaluation of research quality. The Board is a preparatory body under the Dean. The Dean has the option of allocating decision-making powers to the Board.

Composition:

- Chair.
- At least four representatives of teaching staff.
- One student representative.

The Vice-Dean for research serves as Chair. The term of office is three years. A substitute can only be appointed for the student representative.

Remit:

- Identify significant infrastructure needs that will require resources in the short and long term (up to 10 years) at the Faculty.
- Maintain an open dialogue with infrastructure stakeholders at other faculties and higher education institutions and collaborate with them as needed.
- Pursue matters and draft applications related to the Faculty's funding of infrastructure.
- Reach decisions on the Faculty's participation in applications related to infrastructure of national and international interest.
- Prioritise the Faculty's applications to the Knut and Alice Wallenberg (KAW) Foundation's research programmes, *scholars* and *fellows*, as well as the Göran Gustafsson Foundation for scientific and medical research.
- Monitor how the Faculty can support research areas and environments that can be developed through proximity to MAX IV and ESS.

Associate Professorship Appointments Board

The Associate Professorship Appointments Board is a preparatory body for decisions by the Dean in matters related to the appointment of unpaid associate professors. The Board makes proposals regarding associate professorship decisions and appoints experts for the assessments of applications for associate professorship.

Composition:

- Six representatives of teaching staff (including chair) – two for each of the Faculty's three subject areas (mathematics-physics, biology-geology and chemistry).
- Two student representatives.

The Vice-Dean for third-cycle education serves as Chair. Substitutes can only be appointed for student representatives. The term of office is three years.

Equal Opportunities Committee

The Equal Opportunities Committee has a coordinating role as support to Gender Equality and Equal Opportunities Groups at the department level and serves as a link to the central work to promote gender equality, equal treatment and equal opportunities.

Composition:

- Chair.
- Chair or another member of the Gender Equality and Equal Opportunities Group of the respective department. If there is no Gender Equality and Equal Opportunities Group, the Head of Department proposes another representative.
- Faculty's representative in the University's Equality and Equal Opportunities Management Group.
- Two student representatives.

The Dean is the Chair. Substitutes can only be appointed for student representatives. The staff organisations are entitled to appoint one representative each to attend express opinions and make proposals. The term of office is three years.

Labour Market Council

The Labour Market Council shall promote the exchange of knowledge between departments, boards and committees at the Faculty and the wider community in matters related to the labour market and employability. The Labour Market Council reports to the Study Programmes Board and the Research Programmes Board on a running basis. The Labour Market Council is a preparatory body under the Dean.

Composition:

- Nine members from the department (or equivalent), of whom one is Chair.
- At least two external representatives.
- Two student representatives.

The Chair is appointed from among the members from the department. Substitutes can only be appointed for student representatives. The term of office is three years.

Remit:

- Prioritise and initiate activities that provide students and doctoral students with increased labour market contacts during their studies.
- Prioritise and initiate activities that make students and doctoral students reflect on their skills in relation to the future professional role.

Scholarship Committee

The Scholarship Committee is a preparatory body under the Dean for decisions on matters concerning the allocation of travel and research grants from foundations.

Composition:

- One representative of teaching staff from each of the Faculty's three subject areas (mathematics-physics, biology-geology and chemistry), of whom one is appointed Chair.
- One student representative.

A substitute can only be appointed for the student representative. The staff organisations are entitled to appoint one representative each to attend express opinions and make proposals. The term of office is three years.

Departments and equivalent

The Faculty of Science has the following departments and organisational units:

Department of Biology

Department of Physics (also a part of the Faculty of Engineering, LHU)

Department of Geology

Department of Physical Geography and Ecosystem Science

Department of Chemistry (also a part of the Faculty of Engineering, LHU)

Centre for Mathematical Sciences (also a part of the Faculty of Engineering, LHU)

Centre for Environmental and Climate Science (CEC)

Division of Medical Radiation Physics in Lund (also a part of the Faculty of Medicine)

The Department of Science also has the following organisational units:

Division of Medical Radiation Physics

The Division of Medical Radiation Physics is a division within the Department of Clinical Sciences, Lund at the Faculty of Medicine. Organisationally, the division is part of the Faculty of Science and is led by a Head of Division, who is appointed by the Dean.

Centre for Environmental and Climate Science (CEC)

The CEC is led by a nine-member board. The Chair and the board members, except for student representatives, are appointed by the Board of the Faculty of Science. The Centre is headed by a Director appointed by the Dean. The Dean also appoints a Deputy Director. See also *Regulations for the Centre for Environmental and Climate Science (CEC)*, Reg. No. STYR 2020/1222.

Department Board

In accordance with the *Rules of Procedure for Lund University*, a department is to be managed by a Department Board, which has collective responsibility education, research, and quality and development, within the framework approved by the Faculty Board. In special circumstances, a department may be managed by only a head of department or in some other way.³

The Department Board is to have nine to seventeen members, the majority of whom are to be teaching staff with research expertise. Other staff are also to be represented. The students have the right to be represented by three members. The student representatives are appointed in the order laid down in Section 7 of the Ordinance on Students' Unions. The Head of Department chairs the Board. The Dean decides the composition of the Department Board. For the departments shared with the Faculty of Engineering (LTH), the composition of the Department Board is decided by the Dean in consultation with the Dean of LTH.

Each Department Board decides whether substitutes are to be appointed.

Representatives of employee organisations have the right to attend board meetings, express opinions and put forward proposals, and are appointed in accordance with the Staff Representative Ordinance. The term of office for Department Board members, with the exception of student representatives, is three years. The Faculty Board delegates to the Dean the authority to decide on a term of office other than three years if special circumstances exist. Furthermore, in special circumstances, the Dean may extend an ongoing term of office by up to six months at a time.

³ Under 3.1 of the Rules of Procedure for Lund University, the Faculty Board may decide on a form of management for a department/equivalent other than a board, if special circumstances exist.

The Department Board members and any substitutes are appointed through election by the voting members of the department.

If a vacancy opens in a Department Board and maximum one year of a term remains, no election to fill the seat is required, provided that a majority of the members (excluding student representatives) are made up of teaching staff with research or fine arts expertise.

Head of Department or equivalent

In accordance with the *Rules of Procedure for Lund University*, the Head of Department is the manager of the department. The Head of Department (or equivalent) shall strive to ensure that the research and education carried out within the activities of the department are of high quality and to promote collaboration between the department and the wider community. The Head of Department (or equivalent) represents the department within and outside of the University.

In addition, in accordance with the *Rules of Procedure for Lund University*, the Head of Department (or equivalent) is responsible for the day-to-day activities of the department and shall ensure that the activities are conducted in accordance with the law and regulations, collective agreements and other agreements, thus ensuring the proper exercise of authority and the department's responsibilities as an employer. In other respects, the Head of Department (or equivalent) has the decision-making powers delegated by the Faculty Board and the Department Board.

The Head of Department is appointed by the Dean of the Faculty for a term of three years, based on a proposal from the department staff in accordance with the approved procedure⁴. The Faculty Board delegates to the Dean the authority to decide on a term of office other

⁴ Appointment of the Nominating Committee, Head of Department, Deputy and Assistant Heads of Department, Department Board and Director of Studies at the Department, Reg. No. STYR 2018/847.

than three years if special circumstances exist. Furthermore, in special circumstances, the Dean may extend an ongoing term of office by up to six months at a time. In special circumstances, the Head of Department can be appointed by the Vice-Chancellor on the proposal of the Faculty Dean. Examples of special circumstances include a substantial budget deficit and/or serious health and safety difficulties requiring restructuring of activities. In such cases, the Head of Department is appointed by the Vice-Chancellor for a maximum period of one year, with the possibility of extension for a further year.

The Faculty Board has decided that the election of Dean must be finalised at least six months before the start of the term of office. The incoming Head of Department⁵ shall be assigned the duties of the Assistant Head of Department for a period after being appointed and before taking over the Head of Department position.

The Head of Department (or equivalent) shall be a member of teaching staff with research expertise.

Deputy Head of Department or equivalent

In accordance with the *Rules of Procedure for Lund University*, the Head of Department (or equivalent) is to have a deputy, who shall be called the Deputy Head of Department. The Deputy Head of Department is appointed by the Dean for a maximum of three years, based on a proposal from the department staff in accordance with the approved procedure.⁶

The Faculty Board delegates to the Dean the authority to decide on a term of office other than three years if special circumstances exist. Furthermore, in special circumstances, the Dean may extend an

⁵ Applies for the first term of office as Head of Department.

⁶ Appointment of the Nominating Committee, Head of Department, Deputy and Assistant Heads of Department, Department Board and Director of Studies at the Department, STYR 2018/847.

ongoing term of office by up to six months at a time. In special circumstances, the Deputy Head of Department can be appointed by the Vice-Chancellor on the proposal of the Faculty Dean. Examples of special circumstances include a substantial budget deficit and/or serious health and safety difficulties requiring restructuring of activities. In such cases, the Deputy Head of Department is appointed by the Vice-Chancellor for a maximum period of one year, with the possibility of extension for a further year.

The Deputy Head of Department shall be a member of teaching staff with research expertise.

Assistant Head of Department or equivalent

In accordance with *Regulations on management duties at Lund University*, an Assistant Head of Department can be appointed. Responsibilities, duties, and decision-making powers are regulated in the department's delegation rules. The Assistant Head of Department is appointed by the Dean for a maximum of three years based on a proposal from the Head of Department (or equivalent). The Assistant Head of Department shall be a member of teaching staff with research expertise.

Head of Division

There may be Heads of Division at the department. The Department Board decides whether there are to be divisions and Heads of Division. The Head of Division is appointed by the Head of Department. Duties and decision-making powers are regulated in the department's delegation rules. The term of office is three years.

Director of Studies and Assistant Director of Studies

First and second-cycle education

At each department or equivalent, there shall be a Director of Studies responsible for first and second-cycle education. The Director of Studies is the department's leader of teaching and learning activities. The Director of Studies is the Faculty's contact person for matters

concerning education and is a member of the Faculty's Study Programmes Board. Duties and decision-making powers are regulated in the department's delegation rules.

In cases where the size of the department or the organisation of activities require more than one Director of Studies, one or more Assistant Directors of Studies may be appointed. The individual appointed as Director of Studies or Assistant Director of Studies shall be employed as a member of teaching staff at the University for an indefinite term. Exceptions from the requirement of being a member of teaching staff can be made if special circumstances exist. The Director of Studies and Assistant Director of Studies are appointed by the Dean based on a proposal from the Head of Department. The term of office is three years and should follow the term of office of the Study Programmes Board.

Third-cycle education

According to the *Regulations for third-cycle education at Lund University*, the Faculty Board concerned shall appoint a Director of Studies or equivalent for each subject in which third-cycle education is organised and decide in more detail what powers the Director of Studies or equivalent is to have within their coordinating role in issues related to third-cycle education in the subject.

At the Faculty of Science, the Director of Studies shall:

- coordinate the work of the department representatives.
- monitor compliance with the rules and regulations for third cycle education.
- be responsible for information on the programmes and courses offered.
- review course syllabuses prior to approval by the Research Programmes Board
- work to ensure that an adequate range of courses is offered within the subject area.

- and that course evaluations are carried out for the courses offered.
- act as a discussion partner and advisor and, in this capacity, be prepared to handle conflicts of different kinds in third cycle education.
- otherwise fulfil the duties they are assigned by the Head of Department and Department Board.

In cases where the size of the department or the organisation of activities require more than one Director of Studies, one or more Assistant Directors of Studies may be appointed. An individual appointed as Director of Studies or Assistant Director of Studies shall be an associate professor, or meet the requirements for associate professorship at the Faculty of Science, and shall be employed for an indefinite term at the University as a member of teaching staff with good knowledge of how education within the subject is organised. Exceptions from the requirement of being a member of teaching staff can be made if special circumstances exist. Supported by the right to sub-delegate, the Director of Studies and Assistant Director of Studies are appointed by the Dean⁷ based on a proposal by the Head of Department. The term of office is three years.

Department Representative

The role of the Department Representative is to represent the department in relation to individual doctoral students and their supervisors, and to monitor that the University and the doctoral students fulfil their obligations in the educational project. This role involves the following:

⁷ When appointing a Director of Studies at a department belonging to both the Faculty of Science and the Faculty of Engineering (LTH) who is to have duties as Director of Studies for the department as a whole, the decision is made by the Dean of the Faculty of Science and the Dean of LTH jointly. The decision is processed by the faculty in which the Director of Studies is employed.

- following consultation with the doctoral student and their supervisor, submit a proposal for the individual study plan to the Head of Department or, if the Head of Department is the supervisor, to the Vice-Dean responsible for third-cycle education.
- be responsible for scheduling and participating in each doctoral student appraisal in connection with follow-up of the individual study plan and propose changes to the plan as necessary, e.g., that a particular course or particular credit-earning component is to be included in the doctoral student's studies.
- following an application from a doctoral student, submit a proposal for a decision on credit transfer to the Head of Department or, if the Head of Department is the supervisor, to the Vice-Dean responsible for third cycle education.
- after ensuring that all course credits and compulsory components included in the individual study plan and required before the thesis defence/licentiate seminar have been completed and that the University has fulfilled its obligations in the doctoral student's third-cycle education, submit a request for thesis defence/licentiate seminar to the Vice-Dean responsible for third-cycle education. The request for a thesis defence can also be submitted to the Head of Department
- when all courses are passed, report this in Ladok.
- issue study certificates to the Swedish Migration Agency for applications for extended residence permits for doctoral studies. This can also be done by the Head of Department.

Depending on the size of the department or the organisation of the activities, at least one Department Representative shall be appointed. The number should be determined so that each Department Representative is never required to represent the department in relation to more than ten doctoral students. An individual appointed as Department Representative shall be an associate professor, or meet the

requirements for associate professorship at the Faculty of Science, and shall be employed for an indefinite term at the University as a member of teaching staff with good knowledge of how education within the subject is organised. Department Representatives are appointed by the Dean based on a proposal from the Head of Department in consultation with the Director of Studies. Exceptions from the requirement of indefinite-term employment can be made if special circumstances exist.

In conjunction with the admission of a doctoral student, the Head of Department shall appoint the individual from among the Department Representatives who will represent the department in relation to the individual doctoral student and their supervisor. In making the selection, special consideration shall be given to the need for a general understanding of the specific subject area of the thesis to be able to follow the progression of the project and the conditions for the doctoral student's work.

Work environment collaboration and other bodies

Committees for work environment collaboration

Local Health and Safety Committee

In accordance with the *Local Agreement on Work Environment at Lund University*, there shall be a Local Health and Safety Committee at each faculty. The Local Health and Safety Committee is a collaborative body between the employer and the Principal Health and Safety Representative on issues concerning planning, implementation and follow-up of systematic work environment management within the Faculty.

The establishment and composition of the committee and the formalities for meetings are regulated in the local collective agreement on work environment cooperation at Lund University (*STYR 2017/1659*). In other respects, the local safety committee decides on its own working methods regarding, for example, committees or work groups

Composition:

- Four employer representatives
- Five staff representatives (at least one representative shall be the Principal Health and Safety Representative)
- Three student health and safety representatives

The employer representatives shall be:

Dean

Head of Faculty Office

Two heads of Department

The Dean chairs the Local Health and Safety Committee. There must be a deputy chairperson appointed from among its employer representatives. Substitutes shall be appointed for the members, and participate in the meetings when the ordinary members are unable to attend.

The staff organisations appoint staff representatives. The student health and safety representatives at the Faculty have the right to appoint two student health and safety representatives. The term of office for the employer representatives is three years.

The Local Health and Safety Committee's remit is described in *Instructions for Work Environment Collaboration in the Local Health and Safety Committee at Lund University*, which is a supplement to the local collective agreement on work environment collaboration at Lund University.

Health, Safety and Environment (HSE) Committees

In accordance with the *Local Agreement on Work Environment at Lund University*, at the department level there can be HSE Committees for one or several departments. The HSE Committee is a preparatory and advisory body to the department management. The committees are appointed by the Dean.

Composition:

- At least one employer representative (Head of Department or other decision-making representative) for the respective department or equivalent who is a member of the committee
- A health and safety representative for each department or equivalent who is a member of the committee
- Student health and safety representatives have the right to attend and express opinions at committee meetings.

The employer representatives are appointed by the Dean. The term of office is three years, with the exception of student health and safety representatives.

Within their individual area of responsibility, each HSE Committee shall:

- Ensure that local work environment management (WEM) is carried out systematically
- Follow up on action plans for the annual WEM follow-up, from the physical safety inspections and from organisational and social work environment surveys
- Follow up on accident and incident reporting
- Report on systematic preventive work against discrimination.

Specialised centres

The Faculty Board can take decisions on the establishment of other work units and specialised centres. In cases where specialised centres are established, they shall be led by a board and have a Director.

Decisions on regulations shall be taken in conjunction with the centre establishment. The remit of the specialised centre, composition of the board, term of office, the tasks of the board, and the duties of the Director shall be specified in the regulations. The term of office for the members of the board and Director is normally three years.

Nominating Committee

Nominating Committee at the faculty level

In accordance with the *Rules of Procedure for Lund University and Regulations on election to electoral college and election at faculty and department level*⁸, each faculty is to elect a nominating committee responsible for preparing nominations and proposing candidates for Dean, Deputy Dean, Vice-Deans, representatives of teaching staff with research expertise, representatives of other staff, as well as external members of the Faculty Board.

The Nominating Committee of the Faculty of Science consists of seven members (excluding student representatives), i.e. five representatives of teaching staff with research expertise, two representatives of other staff and two student representatives. The Nominating Committee appoints a chair from among its members.

Three substitutes may be appointed to the Nominating Committee. Substitutes do not participate in the work of the Nominating Committee except in cases where they take the place of an ordinary member. The election officer decides which substitute will replace a member, taking gender and category into account.

In addition, the staff organisations may appoint one representative each, who are given the right to attend meetings, express opinions and put forward proposals in the Nominating Committee. Student participation is limited to the task of preparing nominations and proposing candidates for Dean, Deputy Dean, Vice-Deans and external members. The Nominating Committee may consult an expert from the Faculty Office for the preparation of proposals for Dean, Deputy Dean and Vice-Deans. The Faculty Board prescribes that there shall be a standing Nominating Committee at the faculty level. The term of office is three years.

⁸ Reg. No. STYR 2022/1481

The Nominating Committee shall propose which Vice-Dean shall serve as Deputy Dean. The area of responsibility proposed (first and second-cycle education, third-cycle education or research) is to be based on the candidates' previous principal activities/experience. The Nominating Committee should strive for the Dean and Deputy Dean to represent both genders and for the Dean and Vice-Deans together to represent the Faculty's breadth of disciplines.

The Nominating Committee shall consult with the Vice-Chancellor prior to making a proposal for Dean and Deputy Dean. Following a decision by the Faculty Board, the Nominating Committee can search for a Dean both within another faculty and outside of Lund University.

Nominating Committee at the department level

In accordance with *Regulations on election to electoral college and election at faculty and department level*⁹, each department is to elect a nominating committee responsible for proposing members and any substitutes for the Department Board as well as the Head of Department and Deputy Head of Department. Students shall be given a seat with the right to attend, express opinions and make proposals in the election of Head of Department and Deputy Head of Department. The Nominating Committee may consult an expert from the Faculty Office for the preparation of proposals for Head of Department and Deputy Head of Department. The preparatory work for the election of Head of Department and Deputy Head of Department commences with a start-up meeting led by the Dean.

At the Faculty of Science, a nominating committee at the department level shall consist of at least two members of teaching staff with research expertise and one member of other staff. The precise

⁹ Reg. No. STYR 2022/1481.

composition is determined by the Dean¹⁰ based on a proposal from the Head of Department. The staff organisations shall be given the right to attend and express opinions on the preparation of proposals for the Head of Department and Deputy Head of Department. The term of office is determined by the Head of Department. The Head of Department proposes the members based on the candidates proposed by the voting and nominating members of the department. The members are then appointed through election by the voting members of the department.

¹⁰ For shared departments, the decision is made jointly by the Dean of the Faculty of Science and the Dean of the Faculty of Engineering (LTH).

Decision-making powers of the Faculty Board and delegations to the Dean

Decision-making powers are allocated within the University in a number of regulations and decisions. This document sets out what the Faculty Board is to decide and what decision-making powers are delegated to the Dean. 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 itself. *Please note that the allocation of tasks in the field of environment and safety as well as regulations on the allocation of tasks in the field of systematic work environment and fire protection management are not included in this document. Nor are the regulations regarding the right to allocate public authority funds (approval rules) included.*

Decision-making powers of the Faculty Board

General administration and organisation

- Decide on the establishment and dissolution of departments and other units¹¹
- Decide on management for a department/equivalent other than a board, if special circumstances exist¹²
- Decide on the Faculty's Rules of Procedure, delegations to the Dean and other important regulatory documents

Education and research

- Decide on distribution of responsibility for the organisation of programmes*
- Establish and discontinue main fields of study in first and second-cycle education*

¹¹ Rules of Procedure for Lund University

¹² Rules of Procedure for Lund University

- Decide on the focus of professional qualification, where applicable*
- Decide on course offering for first and second-cycle education.
* Also applies to programmes and specialisations.
- Establish programme syllabuses for first and second-cycle programmes, including specific admission requirements. Changes that do not entail changes to the principal content of the programme syllabus are delegated to the Dean.
- Approve the selection criteria for first-cycle programmes that are not intended for new entrants (within the frameworks approved by the University Board in the admission regulations for first and second-cycle education), for second-cycle programmes and for second-cycle courses.*
- Establish and discontinue third-cycle subjects,* in accordance with Regulations for third-cycle education at Lund University. This decision-making power may be delegated to another body at the faculty level, but not to an individual officer.¹³
- Establish procedures for preparing decisions on admission to third-cycle education. This decision-making power may not be sub-delegated.*
- Establish general syllabuses for third-cycle programmes¹⁴ (including specific admission requirements*). This decision-making power may be delegated to another body at the faculty level, but not to an individual officer.
- Establish assessment criteria for selection for admission to third-cycle programmes.* Done within the framework of the general syllabus.
- Recommend candidates for honorary doctorates.

Finance

¹³ Regulations for third-cycle education at Lund University (STYR 2018/562).

¹⁴ Regulations for third-cycle education at Lund University, Reg. No. STYR 2018/562.

- Decide on the allocation budget for the Faculty, including education and research assignments and resources for these, as well as the size and allocation of faculty-wide costs.*
- Decide on the total budget for the Faculty.*

Premises and other infrastructure

- Decide on documentation for new construction and renovation projects that exceed SEK 10 million.*
- Decide on equipment and furnishings for new construction and renovation projects that exceed SEK 10 million.*

General information on the delegation 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.
- In the event of the need for rapid handling of individual matters, the Dean has the right to take decisions on behalf of the Faculty Board in all matters, referred to as emergency delegation. The Faculty Board must be informed of the decisions at the subsequent meeting.
- 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.

Faculty Board's delegations to the Dean

General administration and organisation

The Faculty Board delegates the following powers to the Dean:

- 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.¹⁵
- 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.¹⁶
- Decide on the composition of Department Boards.¹⁷ For departments shared with the Faculty of Engineering (LTH), this is done in consultation with the Dean of LTH.
- 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).

¹⁵ Rules of Procedure for Lund University

¹⁶ Rules of Procedure for Lund University

¹⁷ Rules of Procedure for Lund University

- 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 of the bodies which, in accordance with this Rules of Procedure, must exist at the Faculty or which are established by the Dean.
- 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 scope of the role of Head of Department (or equivalent), Deputy Head of Department (or equivalent) and, where applicable, Assistant Head of Department.¹⁸
- Decide on the size of the Faculty Office and the Library within the financial framework decided by the Board.
- Award honorary doctorates.*
- Provide statements on consultation papers.

Education and research

The Faculty Board delegates the following to the Dean:

- Appoint Director of Studies and Assistant Director of Studies within third-cycle education as well as first and second-cycle education.
- Appoint Department Representatives.

¹⁸ Regulations for management positions at Lund University, Reg. No. STYR 2018/1070.

- Establish specific entry requirements for first-level programmes that are not intended for new entrants, for second-cycle programmes and for first and second-cycle courses.*
- Approve changes to programme syllabuses that do not entail changes to the principal content, for first and second-cycle programmes, including specific admission requirements.*
- Approve course syllabuses.*
- Deciding on the grading scale in first and second-cycle programmes (within the framework established by the University Board).*
- Set number of places for programmes and courses.*
- Decide on individual admissions cases concerning supplementary admissions, deferment of studies, approved leave from studies or admission to a later part of the programme, in relation to first and second-cycle programmes.*
- Appoint course examiners.*
- Issue diplomas.*
- Decide on the crediting of previous studies or activities as part of the degree.*
 - Decide on the admission of applicants to third-cycle programmes. In the case of admission to a third-cycle programme with employment as a doctoral student, admission decisions may be delegated to a body or officer at the department level, but not to
 - an individual officer other than the Head of Department. In the case of admission to a third-cycle programme with a form of student funding other than doctoral employment, admission decisions may be delegated to a body or officer at the faculty level, but not further.* This decision-making power may not be delegated to the doctoral student's future supervisor.
- Establish procedures for the announcement of places in third-cycle programmes.*

- Decide on individual study plans.¹⁹ This decision-making power may be delegated to a body or officer at the faculty level – but not to an individual officer other than the Head of Department. This decision-making power may not be delegated to the doctoral student's supervisor.
- Follow up the individual study plan at intervals of not more than one year, and make any justified changes.²⁰ This decision-making power may be delegated to a body or officer at the faculty level. This decision-making power may also be delegated to a body at the department level – but not to an individual officer other than the Head of Department. This decision-making power may not be delegated to the doctoral student's supervisor.
- Approve the application form for third-cycle programmes.*
- Sign *letters of invitation*/equivalent that support residence permits for prospective doctoral students who will receive external scholarship funding.
- Appoint doctoral student supervisors.*
- 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.²¹
- Issue certificates for professional degrees and general first and second-cycle degrees.
- Issue certificates for licentiate and doctoral degrees.*
- Decide on the appointment of unpaid associate professors.*
- Decide on forms of research reporting and quality development.

¹⁹ Regulations for third-cycle education at Lund University, Reg. No. STYR 2018/562.

²⁰ Regulations for third-cycle education at Lund University, Reg. No. STYR 2018/562.

²¹ 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.

- Enter into international exchange agreements (other than Erasmus agreements) concerning student exchanges at first, second and third-cycle level.

Finance

The Faculty Board delegates the following to the Dean:

- Approve the income statement and balance sheet, as well as other financial reporting such as triannual financial reports as well as forecasts and financial assessments. * The Faculty Board shall be informed of the quarterly financial statements, forecasts and financial assessment.
- 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.²² Investments exceeding SEK 1 million each or SEK 3 million in total are decided by the Faculty Board.

Human resources

The Faculty Board delegates the following to the Dean:

- Decide on recruitment and hiring of staff (except for teachers).*
- Decide on recruitment, employment and promotion of teachers (except for professors)
- Decide to propose to Vice chancellor the recruitment of professors
- Decide on recruitment, hiring and promotion of teachers (except for professors). Decisions on appointments of senior lecturer, adjunct senior lecturer or associate senior lecturer may be delegated to the Dean, who may not sub-

²² 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.

delegate this decision-making power. Decisions on appointments of lecturer, adjunct lecturer or postdoctoral fellow may be delegated to the Dean or Head of Department, who may not sub-delegate this decision-making power.

- Decide on proposals to the Vice-Chancellor for appointments of professor, visiting professor or adjunct professor.
- Decide on proposals to the Vice-Chancellor to promote senior lecturers to the position of professor.
- Decide on proposals to the Vice-Chancellor the appointment of a professor.²³
- When recruiting professors, ensure that there are qualified applicants of both sexes, before submitting applications to experts for assessment.²⁴ If there are no qualified applicants of a particular sex, the Vice-Chancellor shall be informed of this in writing.
- Decide on changes to specialisations/subjects of teaching staff (except for professors).*
- Appoint experts to assess the suitability of applicants in the recruitment of teachers.*
- Decide whether an employee should vacate their position in connection with the employee becoming eligible for full sickness compensation under the Social Insurance Code, and decide on the termination of an employee on grounds of age under the Employment Protection Act (1982:80) (except for professors).
- Decide that an employee must terminate their secondary employment or prohibit an employee (except for Deputy Dean) from taking on secondary employment. This

²³ Regulations on the procedure for the Vice-Chancellor's decision to appoint a professor, Reg. No. STYR 2015/137.

²⁴ Expanded procedure to increase gender equality in the recruitment of professors, Reg. No. STYR 2021/276.

decision-making power may be delegated to another body or officer at the faculty level, but may not be further delegated.*

- Make salary decisions (pay review and other salary decisions)* for:
 - Teachers (except for professors)
 - Head of the Faculty Office, in consultation with the University Director
 - Technical and administrative (TA) staff at the Faculty.
- Make salary decisions in connection with pay review only for professors.*
- 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).²⁵
- Decide on other matters related to employment* (except the Deputy Dean), such as:
 - Granting/refusing requests for leave of absence
 - Scheduling of employee working hours within the framework of the collective agreements in force
 - Employees' performance of duties
 - Annual leave
 - Rehabilitation measures.

Premises and other infrastructure

The Faculty Board delegates the following to the Dean:

- 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.

²⁵ Regulations for management positions at Lund University, Reg. No. STYR 2018/1070.

- 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 additional leasing of premises.
- Decide on the organisation of IT operations and other infrastructure activities (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: Formalities for decision-making and meetings of boards and other preparatory and decision-making bodies

Each preparatory and decision-making body at the faculty level shall have an expert official from Faculty Office attached to it. This person is normally appointed by the Head of the Faculty Office.

Presentations and decisions

In accordance with the *Rules of Procedure of Lund University*, matters shall be decided upon after a presentation (Section 20 of the Regulation on Public Authorities). Presentation takes place in the light of the administrative law requirements for the preparation of the matter. Presentation means that the person responsible for the preparation of the matter and the preparation of a written proposal for a decision presents it in person to the individual or body that is to take the decision. The Dean usually takes decisions in the Presiding Committee or Management Council. Decisions concerning individuals are not normally taken at a special meeting. Decisions taken by the Faculty Board shall be prepared Presiding Committee and the Management Council.

The chair of a board/committee is responsible for ensuring that matters are prepared in accordance with the applicable statutes and the University's own regulations. If a special document is drawn up for a decision, the following must be made clear (Section 21 of the Regulation on Public Authorities):

- The date of the decision
- The content of the decision
- Who made the decision
- Who served as rapporteur
- Who was involved in the final preparation without taking part in the decision.

Decisions may be taken by consensus or by vote. In accordance with the Administrative Procedures Act (Section 19), members have the right to enter a reservation against the decision by having their

dissenting opinion recorded. Otherwise, the member is considered to be in favour of the decision.

Quorum

The Higher Education Ordinance (Section 4) states that the Board of Governors is in quorum when more than half of its members, among them the Chair, are present. The same quorum applies to all boards and committees within the Faculty. Other bodies should also follow this rule.

Conflict of interest

All boards, committees and other decision-making and preparatory bodies at the Faculty are required to act and take decisions in a fair and impartial manner. Conflict of interest is defined as a circumstance that makes it possible to assume that a member or substitute lacks objectivity in their decision-making. A person who has a conflict of interest may not normally take part in the meeting in which the matter is being dealt with. Anyone who is aware of a circumstance that may be presumed to constitute a conflict of interest must report this on their own accord (Section 18 of the Administrative Procedures Act).

Minutes

Minutes must be drawn up promptly, signed by the secretary and approved as soon as possible. The rapporteur and other officials involved in the final deliberations without taking part in the decision have the right to have their dissenting opinion recorded. This shall be done before the minutes are approved. After the minutes have been approved, they shall be filed in accordance with the regulations in force.

Minutes shall be kept for all preparatory and decision-making bodies at the faculty level. Minutes shall also be kept of all boards.

In cases where decisions are not drawn up in a separate document, the minutes shall be drawn up in such a way that the information specified in Section 21 of the Regulation on Public Authorities (above) is clear. In advisory bodies, notes are sufficient.

Notice of meeting

The notice of meeting, together with the agenda and other documents, is sent electronically or by post to the members at least five working days before the meeting.

Duty and right to attend

Members of faculty bodies have the duty to attend meetings. A *valid reason* (e.g. traffic delay, illness, important personal matters, teaching, where this cannot be avoided) is normally required for a member to be absent from a meeting. The secretary or chair of the body in question must be notified of the absence.

Normally, only members and authorised officials participate in meetings. Substitutes attend in the absence of an ordinary member.

Appendix 2: Decisions incorporated into these Rules of Procedure with delegation to the Dean

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 28 October 2022.

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 appointment rules (STYR 2022/1843), approved by the University Board on 21 September 2022.

Regulations for management positions at Lund University (STYR 2018/1070), approved by the Vice-Chancellor on 31 October 2018.

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.

Regulations on first and second-cycle degrees and programmes at Lund University (STYR 2021/768), approved by the Study Programmes Board on 16 June 2021.

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.

Establishment of the Labour Market Council (STYR 2017/30), approved by the Faculty Board on 8 February 2017.

Expanded procedure to increase gender equality in the recruitment of professors (STYR 2021/276), approved by the Vice-Chancellor on 18 February 2021.