



LUND UNIVERSITY

Faculty of Science

DECISION

1

10 September 2014

Reg. no STYR 2014/731

Guidelines for advertising study places and preparing decisions on admission to research studies at the Faculty of Science

Background

The Lund University admission rules for third cycle education (LS 2012/719) specify the provisions in the Higher Education Ordinance on admissions; they state the basic conditions which must be met for admission to third cycle studies at Lund University. The admission rules also direct that more detailed procedures for advertising places and preparing decisions on admission are to be established by the relevant faculty board for all research studies subjects.

“Advertising study places” refers both to the definition of internal checks for the advertising process and to the formulation and management of the advertisement itself.

“Preparing decisions on admission” refers to the principles for and management of the selection of applicants, as well as to the formal decision-making process.

Third cycle studies are very important to the faculty and the admission of a doctoral student is a major undertaking both for the department and for the supervisors involved. It is therefore essential that the recruitment of research students is carried out thoroughly and carefully. In this respect, both the advertisement of the place and the selection of candidates are important processes.

Advertising a study place

Before advertising a study place, the department is to ensure the following:

- That the project proposed as a basis for the study place is scientifically sound and able to lead to the attainment of the objectives of the research studies programme.
- That there is a plan for the financing of the entire period of study.
- That sufficient other resources are available for the implementation of the research studies programme, in compliance with the faculty’s decision on acceptable conditions in research studies (N 2013/722).
- That the supervisors appointed have the prerequisites to provide relevant supervision to a sufficient extent, in compliance with the faculty’s established minimum standard for supervision (U 2014/411).

The advertisement of a study place is to refer applicants to the researcher/supervisor concerned as well as to employee organisations for more information. In addition, the relevant director of research studies can also be named in the advertisement. A research studies place must always be advertised as a full-time position (100 %).

Advertisements are to be published in Swedish and English.

The advertisement

The formulation of the advertisement is crucial in determining the candidates among which the department will finally be able to choose, as well as how the candidates will present their applications and the possibility of making a suitable selection. A compilation of advice on the formulation of the advertisement is available to support the process (*Advice on advertisement and selection of applicants in appointments to doctoral studentships*).

Preparing a decision on admission*Selection*

Decisions on admission to research studies at the Faculty of Science are delegated to the head of department*. However, the selection among the applicants shall be done collectively. An initial selection, excluding all those who are clearly not qualified for the position or have not submitted a complete application, can be compiled by an individual (such as the intended principal supervisor). The subsequent selection among the remaining shortlisted candidates is to be made by a review group consisting of at least three people. The group's composition is to be decided by the head of department. This decision can be delegated to a director of division/unit or to a body at the departmental level, such as the research programmes board. The decision cannot be delegated to the intended supervisor.

The review group is to include the intended supervisor(s) and at least one senior researcher with no close personal or professional connection to the principal supervisor and not considered for a supervisory role in the research studies project. The doctoral student representative is entitled to be included in the group and his or her participation is to be encouraged. Participation of the human resources administrator is recommended. As far as possible, both genders are to be represented in the group.

The review group's selection should result in a shortlist of 2–5 applicants who are to be invited to an interview. If the entire review group is unable to take part in the interviews, they are to be conducted by at least the intended principal supervisor and one senior researcher with no close personal or professional connection to the principal supervisor and not considered for a supervisory role in the research project. The doctoral student representative is entitled to attend the interviews. (For advice on interviewing candidates, see *Advice on advertisement and selection of applicants for appointment to a doctoral studentship*.) The review group is to agree on a final result which is to be recorded in writing, with a ranking of the shortlisted candidates. The report is to contain a comparative account of the candidates' qualifications, with an emphasis on assessment of the candidates' ability to benefit from the study programme. (A ranking is necessary for the documentation to be usable in the event that the top-ranked candidate declines the position.) The report is to be submitted to the head of department for approval and is then to be shared with all applicants. If the review group cannot reach a consensus, the head of department decides how to proceed. A decision on admission can be taken at the earliest 14 calendar days after the result of the review has been communicated to the applicants, on condition that no objections justifying a reappraisal of the candidates have been submitted.

Admission not preceded by a selection process

Admission without a selection process can occur for example in the case of candidates with a scholarship or for admission of a candidate employed outside Lund University.

* Applies to admissions under a doctoral studentship. In case of admission with alternative forms of funding, the decision on admission is to be taken by the dean.

In such cases, an assessment of the candidate's qualifications is to be made by a review group of the same type, appointed in the same way as for admission preceded by a selection process. The candidate should be interviewed. Before admission, the department is to ensure that the same basic requirements apply as for advertised positions (according to the points listed above).

These guidelines were approved by the faculty board after a presentation by Tobias Nilsson and consultation with the faculty's research programmes board and its presiding committee.

The signed and formally valid document is in Swedish. This is a translation only.

Olov Sterner
Dean

Tobias Nilsson
Scientific officer