



LUNDS
UNIVERSITET

Faculty of Fine and Performing Arts

Faculty Board

22 April 2020

Admission process for third-cycle studies

Internal rules of procedure at the Faculty of Fine and Performing Arts, Lund University, approved by the Board of the Faculty of Fine and Performing Arts on 22 April 2020, after processing by the Faculty Committee on 24 March 2020.

Regulations concerning third-cycle education and admission to third-cycle studies can be found in the Higher Education Ordinance, Chapters 5–7, and in *LU's Admission Rules for Doctoral Programmes (Third-Cycle Education)*.

1. Vacancy announcement

Decisions concerning when to admit a new doctoral student are taken by the head of department. The head of department is responsible for drawing up a draft vacancy notice based on the general syllabus for the subject. The draft, in Word format, is to be sent to the HR coordinator who will finalise the notice in the recruitment system. The decision to issue a vacancy announcement must be approved by the head of department in the system. The draft is to include the following:

- Justification – background to the advertisement of the position (e.g. that a doctoral student has completed their studies and there are the financial means to admit/appoint another)
- How the position will be financed – funding for four years of full-time study must be in place
- Basic information – third-cycle subject, number of doctoral studentships being advertised, intended start date, whether the programme is to lead to a licentiate or PhD, requested date of publication and application deadline. Note that the application period must be at least three weeks, in accordance with the LU Appointment Rules.
- If the department wants the doctoral studentship to have a particular specialisation, this must be stated.
- Duties (brief description: “Those appointed to doctoral studentships shall primarily devote themselves to their studies. Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research, artistic research and administration.” (Higher Education Ordinance Chapter 5 Section 2).
- Admission requirements (stated in the general syllabus for the subject)
- Assessment criteria (stated in the general syllabus for the subject, may be

- complemented for the specific vacancy notice)
- Contact details of employees at the department and faculty office who can provide additional information to the applicant upon request.

Timeframe

The application period should be adapted to an appropriate date for a meeting with the Faculty Board for a decision on admission. The Admissions Board's recommendation for a decision must be ready at least five weeks before the meeting of the Faculty Board (in order to leave time for objections and summons to meeting). Bear in mind that the entire appointment procedure takes at least six months from advertisement to decision, followed by the time between the decision and appointment.

Vacancies are to be advertised on the LU website and reported to the Swedish Public Employment Service by the relevant HR coordinator. Information about the announcement shall be available on both the faculty and department websites, and include a link to the recruitment system. Any additional advertising, e.g. in newspapers, specialised press and international media is placed and financed by the department.

2. Applications

Applications for third-cycle studies are to be made electronically, through the recruitment system, in accordance with the instructions in the vacancy notice. Information about how to apply and the admissions process is to be included in the vacancy notice.

3. Composition of the Admission Board

The Faculty Board decides which members are to be included in the Admissions Board responsible for processing applications for a doctoral studentship.

The Admissions Board is to comprise the subject director, at least one supervisor and a doctoral student representative within the third-cycle subject in question, as well as an external assessor. An external representative can be part of the Admissions Board and participate in the entire processing, or the board could alternatively obtain opinions from an external expert. The external assessor may not work at Lund University, and they are to have either research expertise (demonstrated by a PhD or equivalent) or a high level of artistic expertise in the subject.

The doctoral student representative is appointed in accordance with the *Policy and regulations for student influence at Lund University* (Reg. no LS 2011/762). The subject director is chair of the Admissions Board and calls meetings, and has the casting vote in case of a tie. The Admissions Board is to have an even gender balance.

4. Processing of admissions

The remit of the Admissions Board is as follows:

- a) Assess the eligibility of the applicants.
- b) Draw up a shortlist based on the assessment criteria in the general syllabus and

content of the vacancy announcement.

- c) Draw up a draft recommendation for a decision on admission, including a ranked list of waitlisted applicants, to be sent to the applicants.
- d) The chair is responsible for including information on the right to make objections in the recommendation.
- e) The chair responds to any objections submitted.
- f) Draw up a final recommendation for a decision on admission, to be taken by the Faculty Board.

a) Eligibility assessment

The eligibility of the applicants is assessed:

- General entry requirements, in accordance with the Higher Education Ordinance, Chapter 7, Section 39.
- Specific entry requirements, adopted in the general syllabus for the subject
- An applicant can also request admission to a third-cycle programme through *validation of equivalent knowledge*, which means that the Admissions Board makes an assessment of whether the applicant has acquired the equivalent knowledge in some other way (other than basic and specific entry requirements above) within or outside Sweden.
- Applicants who are deemed eligible proceed to the process of selection.

b) Selection

The selection is to be based on an assessment of the applicants' capacity to benefit from the programme (HEO Chapter 5, Section 5). The assessment is made on the basis of the assessment criteria listed in the general syllabus for the third-cycle subject. This assessment is made on the basis of the project plans, qualifications, portfolio if applicable, and other documents submitted by the applicant in accordance with the instructions in the vacancy notice. This material can be supplemented with interviews with the shortlisted applicants, if the Admissions Board considers it appropriate. Those who after this assessment are considered able to benefit from the programme are ranked.

c) First recommendation for a decision

The Admissions Board draws up a first recommendation for a decision on admission. If the board has chosen to obtain the opinion of an external expert rather than having an external representative, the expert's opinions are to be taken into account in the recommendation.

If the vacancy announcement is published in both Swedish and English, the recommendation must be written in both Swedish and English. The recommendation is to include the following:

- Brief description of the application procedure (date of advertisement, application deadline, number of applicants, members of the Admissions Board).
- Information about the general and specific entry requirements that form the foundation for the admission (academic qualifications or the equivalent knowledge).
- The assessment criteria applied in the selection of eligible candidates.
- Information on any applicants who have been deemed ineligible.
- A brief description of the qualifications of the recommended candidate(s).

- An assessment of the project plan submitted by the recommended candidate(s).
- A summarising qualitative assessment of the candidate(s) capacity to benefit from the programme (in relation to the other applicants).
- A summarising qualitative assessment of the ranked waitlisted candidates' capacity to benefit from the programme (in relation to the other applicants).

The recommendation for a decision on admission must demonstrate how each assessment criteria in the vacancy notice has been interpreted and used to discern a ranked shortlist of applicants, and how the ranked applicants are superior to the others.

The work of the Admissions Board is to take into account aspects such as equality/gender equality and the risk of conflicts of interests* (the Swedish Administrative Procedure Act, Sections 16–18). The members of the board are responsible for reporting any conflicts of interests in relation to the applicants. The Admissions Board decides whether members have a conflict of interests or not. The chair is responsible for ensuring this happens and is noted in the minutes.

d) Objections

Applicants have the right to submit an objection to the recommendation for admission within two weeks. The chair is responsible for ensuring that information on the right to submit an objection is included in the recommendation for a decision on admission. This information and the recommendation are to be submitted to the appropriate HR coordinator, who is to send out the recommendation to all applicants through the recruitment system. Objections are to be addressed to the Faculty Board and sent to the appropriate HR coordinator.

e) Response to objections

The chair of the Admissions Board is responsible for responding to any objections received.

f) Final recommendation for a decision

The Admissions Board draws up a final recommendation for a decision on admission, including ranking of waitlisted candidates, after an overall assessment of the Admissions Board's selection and ranking, the opinions of the external experts if applicable, and any objections and the responses to these. The recommendation is to be submitted to the secretary of the Faculty Board no later than 12 days before the Faculty Board meeting.

If no objections are received, points e and f are omitted. In this case, *c) First recommendation for a decision*, accompanied by letter stating that no objection has been received, can be submitted to the Faculty Board.

NB! It may be preferable also to submit recommendations for appointment of principal and assistant supervisors to the proposed doctoral students, at the same Faculty Board meeting (but as separate cases).

5. Decision

Decisions on admission are taken by the Board of the Faculty of Fine and Performing Arts. All applicants are informed of the decision, through the recruitment system, by the relevant HR coordinator for the case in question.

6. Registration of admitted candidates

After the Faculty Board takes a decision on admission, the doctoral student is registered in Ladok by completing a registration form and submitting it to the Student Records Office. This is handled by the research studies administrator at the faculty office, based on supporting documentation from the department.

7. Support in the admissions procedure

Templates for support in the various stages of the admissions process are available in LU Box: <https://lu.box.com/v/Antagning-mallar>