



LUND
UNIVERSITY

Faculty of Fine and Performing Arts

Admission process for third-cycle studies

Internal rules of procedure at the Faculty of Fine and Performing Arts, Lund University. Adopted by the Board of the Faculty of Fine and Performing Arts, 19 March 2014.

Regulations concerning research studies and admission to research studies can be found in the Higher Education Ordinance, Chapters 6 and 7, and in LU's Admission Rules for Doctoral Programmes (Third-Cycle Education) (LS 2012/719) valid from 1 July 2013.

1. Vacancy announcement

Until 31 December 2014, decisions on advertisement of doctoral studentships are taken by the Board of the Faculty of Fine and Performing Arts. The head of the department of the third-cycle subject is responsible for providing the Board of the Faculty of Fine and Performing Arts with information on which to base a decision on the advertisement of a vacancy.

Once a decision to advertise a studentship has been taken, the head of department is responsible for drawing up a draft vacancy notice based on the general syllabus for the subject. The draft is to be sent to the HR coordinator at the Faculty Office, in Word format and in both Swedish and English if the advertisement is to be bilingual. The draft is to include the following:

- Motivation – background to the advertisement of the position (e.g. that a doctoral student has completed his or her studies and there are the financial means to admit/appoint another)
- Funding – must be in place for four years of full-time study
- Basic details – department, third-cycle subject, number of studentships being advertised, intended start date, whether the programme is to lead to a licentiate or PhD, date of publication and deadline for applications
- Duties
- Admission requirements – see sample text below*
- Assessment criteria – see sample text below*
- Contact details of the employer

Timescale: Bear in mind that the advertisement of the post should be adapted to the date of an appropriate meeting of the Faculty Board. The admissions board's recommendation for a decision must be ready at least three weeks before the meeting of the Faculty Board (in order to leave time for objections and notice of the meeting).

The advertisement of the post and application is through E-rek, the e-recruitment system.

Vacancies are to be advertised on the LU website and reported to Arbetsförmedlingen by the HR coordinator at the Faculty Office. Announcements are also to be available on both the faculty and department websites. Newspaper advertisements are to be placed in consultation with the HR coordinator. Advertisements in trade journals and in international media are placed by the department.

2. Applications

Applications for third-cycle studies are to be made electronically, through E-rek, in accordance with the instructions in the vacancy notice. Information about how to apply and the admissions process is to be available on both the faculty and the department websites.

3. Composition of the admissions board

The head of department, in consultation with the subject director at the department, decides on the members of an admissions board for the admission of doctoral students in a subject. At the Academy of Music, the departmental board has established a third-cycle studies board (FUN) which has the task of appointing the admissions board.

The board is to comprise the subject director, a doctoral student representative, and an external representative. In addition, a supervisor in the subject should preferably also be on the board. Instead of having an external representative, the admissions board could alternatively obtain opinions on the candidates from external experts. The doctoral student representative is appointed by the doctoral students. The subject director is chair of the admissions board and calls meetings, and also has the casting vote in ties. If for some reason it is not possible to follow the procedure laid down here, the matter is to be referred to the dean. The admissions board is to have an even gender balance.

The external representative /external experts 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.

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.
- c) Draw up a draft recommendation for a decision on admission, including a ranked list of reserves, to be sent to applicants.
- d) Draw up information on the right to submit an objection within two weeks.
- e) The chair responds to any objections submitted.
- f) Draw up a second recommendation for a decision on admission, to be taken by the Faculty Board.

a) Assessment of eligibility

The eligibility of the applicants is to be assessed. The assessment is to cover the applicants' fulfilment of the general and specific admission requirements* (see below). In this step, prior learning is also validated. Applicants who are judged to meet the admission requirements proceed to the process of selection.

b) Selection

Selection is to be based on an assessment of the applicants' capacity to benefit from the programme, on the basis of the selection 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 most highly ranked 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 external experts rather than having an external representative, the opinions are to be taken into account in the recommendation.

The recommendation, which is to be written in both Swedish and English if there are applicants who do not understand Swedish, is to include the following:

- information about the criteria that form the foundation for the admission (academic qualifications or prior learning)
- a short description of the qualifications of the recommended candidate(s)
- an assessment of the project plan submitted by the recommended candidate(s)
- a short qualitative assessment of the capacity of the recommended candidate(s) to profit from the programme
- a short qualitative assessment of the ranked reserves' capacity to benefit from the programme

The work of the admissions board is to take into account aspects such as equality and the risk of conflicts of interests* (see below). At their first meeting, the members of the board are to report 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

The board draws up information for the applicants on their right to submit an objection to the recommendation for admission within two weeks. This information and the recommendation are to be submitted to the HR coordinator at the Faculty Office, who is to send out the recommendation to all applicants through E-rek for any objections. Objections are to be addressed to the research studies officer at the faculty.

e) Response to objections

The chair of the admissions board is responsible for answering objections received.

f) Second recommendation for a decision

The admissions board draws up a second recommendation for a decision on admission, including ranking of reserves, 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 at the latest one week before the meeting of the Faculty Board.

(If no objections are received, points e and f are omitted. In this case, the *first recommendation for a decision* can be submitted to the Faculty Board).

5. Decision

A decision on admission is taken by the Board of the Faculty of Fine and Performing Arts.

All applicants are informed of the decision through E-rek.

6. Registration of admitted candidate

For initial registration of the admitted students in Ladok, an admission form must be filled in and submitted to the research studies officer at the Faculty Office. The form is available on the faculty website or can be ordered by email from the research studies officer.

Appendices*** Sample text for admission requirements (taken from the general syllabus)**

This is an example of how the admission requirements can be formulated in the announcement of the vacancy.

A person meets the general admission requirements for third-cycle courses and study programmes in the fine and performing arts if he or she: has been awarded a degree of at least 240 credits, with at least 60 credits in the second cycle, in [subject that fulfils the admission requirements] at an academy of fine and performing arts, or comparable programme, or has acquired equivalent knowledge in some other way in Sweden or abroad. The specific admission requirements for third-cycle studies in the fine and performing arts are:

- a plan and aim of a proposed project, assessed and approved by an admissions board. Where necessary, also an admissions test or suchlike.
- a completed independent artistic project that is of a nature that enables an assessment of the candidate's suitability for the programme
- artistic skill in relation to the main field
- assessed abilities that are otherwise required to complete the programme.

*** Sample text for the assessment criteria**

This is an example of how the assessment criteria can be formulated in the announcement of the vacancy.

Regulations for appointment as a doctoral student can be found in Ordinance 1998:80. Only those who are or have been admitted to third-cycle courses and study programmes at a higher education may be appointed to doctoral studentships. When appointing a doctoral student, the capacity of the student to benefit from third-cycle courses and study programmes shall be taken into account. Those appointed to doctoral studentships shall primarily devote themselves to their studies, but may also work to a limited extent with educational tasks, research, artistic development and

administration in accordance with special regulations in the ordinance. Qualifications and desirable experience: see general syllabus for third-cycle studies in the fine and performing arts in [subject]. <http://www.performingarts.lu.se/utbildning/forskarutbildning>

The application is to include:

- A plan (5–10 pages) for a possible thesis project, including the aim, research question(s), timeline, theory, method, etc.
- Certified curriculum vitae and documentation of qualifications. In certain cases, the admissions board also requests to see an artistic portfolio. Please note: those who only apply for admission to research studies are to append a funding plan for the entire duration of their studies (four years full-time and max. eight years part-time).

*** Admission requirements (taken from the general syllabus)**

General admission requirements

A person meets the general admission requirements for third-cycle courses and study programmes if he or she:

- has been awarded a second-cycle qualification, or
- has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second cycle, or
- has acquired substantially equivalent knowledge in some other way in Sweden or abroad. For information about validation of this kind of prior learning, see below.

The higher education institution may permit an exemption from the general admission requirements for an individual applicant, if there are special grounds.

Specific admission requirements

The specific admission requirements laid down shall be essential for students to be able to benefit from the course or study programme. These requirements may comprise:

1. knowledge from one or more higher education courses and study programmes or corresponding courses and study programmes
2. specific professional or vocational experience
3. requisite language skills or other conditions determined by the course or study programme.

Validation of prior learning

An applicant who does not meet the general admission requirements can be judged to meet the admission requirements if he or she has acquired knowledge equivalent to a degree. The admissions board assesses whether the knowledge is sufficient to fulfil the admission requirements for the subject. The admissions board's recommendation for a decision is to make clear what qualifications form the basis for admission (academic qualifications or prior learning).

*** Conflicts of interests**

A conflict of interests could include a member of the admissions board also being a member of the Faculty Board. In this case, the member may not participate in the decision.

Chapter 1 Section 9 of the Instrument of Government and the Administrative Procedure Act (APA 1986:223) contain regulations that aim to guarantee that procedures and decision-making of government authorities is characterised by objectivity and impartiality, known as the principle of objectivity. A conflict of interests is taken to mean a circumstance that means a government official can be presumed to lack objectivity when taking a decision or presenting a matter. Such circumstances are detailed in Section 11 of the APA.