



REGULATORY DOCUMENT  
COVER PAGE

## **Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University**

Type of regulatory document: Guidelines

Definition of the type of regulatory document: Guidelines establish how someone must or should act in the area covered by the guidelines. A “must” rule is to be complied with, whereas the nature of a “should” rule is more of a strong recommendation, which means that in exceptional cases something can be done in another way.

Approved by: Vice-Chancellor Decision date: 19 June 2025

Reg. no: STYR 2025/991

Entry into force: 19 June 2025

Period of validity: Until further notice

Replaces document: Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University. Vice-Chancellor’s decision, 19 December 2024, Reg. no STYR 2024/3277.

Organisational unit responsible for the document: Office of the Vice-Chancellor

Administrative officer responsible for the document: Policy Officer Karin Tjärnström, Office of the Vice-Chancellor

Brief description: The Vice-Chancellor delegates decision-making powers and the right to sign agreements to

- University director
- University Education Board
- University Research Programmes Board
- University Research Board
- Admissions Board
- Faculty Boards
- Deans
- Specialised centres (USV)
- Lund University's cultural and public centres (LUKOM)
- MAX IV Laboratory
- Library Board
- Library director



DECISION

Reg. No. STYR 2025/991

Date 2025-06-19

Vice-Chancellor

## **Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University**

*Appendix: Allocation of the Right to Sign Certain Agreements and Applications*

These Guidelines do not cover all delegations within the University. The allocation of decision-making powers is also dealt with in a number of other documents. The University intends to gather all the delegations from the University as a whole and make them available to staff and students.

A prerequisite for sub-delegations is that the person who is delegated to acts within the framework of applicable laws and regulations that are incumbent on the public authority, regarding collective agreements and other agreements, and the University's internal regulatory documents.

## 1. Sub-delegation of decision-making powers

The decision-making powers regulated in these Guidelines may be sub-delegated to another body or function at the University.

Delegations to individual employees may only be made if there are special grounds. Sub-delegation is generally permitted at the University, unless otherwise restricted in individual cases.

Delegation rules (or equivalent) of the faculty boards are to be communicated to the Vice-Chancellor.

Those who have been delegated the power to decide on certain matters may, where it is warranted, refer the matter back to the person/body that delegated the decision-making powers.

Based on the general principles of administrative law, the delegation of decision-making powers may be revoked.

## 2. Limitations

The allocation of decision-making powers and the opportunities for sub-delegation described above do not include the right to sign agreements and applications. This is instead regulated in the appendix to these Guidelines.

### 3. University director

The university director is responsible, on behalf of the Vice-Chancellor, for the general management of the University's administration and finances, including general administrative procedures and support systems, and for the duties of the University's Central Administration. Accordingly, the university director has responsibility, within the limits set by the University Board and Vice-Chancellor, for matters concerning:

- general administration and organisation
- administrative services necessary for education and research
- finances
- human resources
- premises provision and other infrastructure.

The university director also has responsibility, under the auspices of the Vice-Chancellor, for monitoring University decisions to ensure their legality.

#### 3.1. General administration and organisation

The Vice-Chancellor delegates to the university director the power to:

- decide on the rules and procedures falling within the area of responsibility of the university director
- decide on the internal organisation of the Central Administration
- issue written refusals to requests for access to public documents
- supply public documents with reservations that limit the right of the person requesting the document to disclose its content or otherwise use it
- decide on the allocation of matters for processing.

The university director represents the public authority and signs for it within their area of responsibility.

### **3.2. Administrative services necessary for education and research**

The Vice-Chancellor delegates to the university director the power to:

- award degrees and reject students' requests for degrees in the first and second cycle where the responsibility for education rests with the School of Economics and Management, Joint Faculties of Humanities and Theology, International Institute for Industrial Environmental Economics, Faculty of Law, Faculty of Fine and Performing Arts, Faculty of Science and Faculty of Social Sciences
- award degrees and reject students' requests for degrees in the third cycle where the responsibility for education rests with the School of Economics and Management, Joint Faculties of Humanities and Theology, International Institute for Industrial Environmental Economics, Faculty of Fine and Performing Arts, Faculty of Engineering, Faculty of Science and Faculty of Social Sciences
- award degrees and reject students' requests for degrees in the first, second and third cycle where the responsibility for education cannot be assigned to a single faculty,
- take decisions on study administration systems at the University and on the rules and procedures for the management of these
- decide whether a suspected disciplinary offence by a student should be referred to the Disciplinary Board for consideration.

### **3.3. Finances**

The Vice-Chancellor delegates to the university director the power to:

- decide on the budget for the Central Administration
- establish rules and procedures for reporting the University's budget and financial follow-up
- establish rules and procedures for the University's financial administration

- establish rules and procedures for the University's purchasing and procurement
- decide on university-wide procurement matters
- take decisions regarding the Vice-Chancellor's strategic funds for amounts up to and including SEK 100,000, after consultation with the Vice-Chancellor.

### **3.4. Human resources**

The Vice-Chancellor delegates to the university director the power to:

- sign local collective agreements with the employee organisations
- decide on deviations from collective agreements in cases that are specified in the agreements
- establish rules and procedures for the University's handling of human resources matters
- represent the public authority in its capacity as an employer in dispute negotiations with the employee organisations
- reach individual agreements, on behalf of the public authority, with employees on pension benefits, partial pensions and extra pension contributions
- reach individual agreements, on behalf of the public authority, with employees on deviations from the provisions of general agreements on pay and benefits (Villkorsavtal/Villkorsavtal-T)
- re-examine decisions that are clearly in breach of applicable rules and regulations, including the right to stop salary payments that are based on incorrect supporting documentation.

In addition, the Vice-Chancellor delegates to the university director, on behalf of the University Administration (with the exception of teaching staff), the power to:

- decide on the recruitment, appointment and promotion of staff
- take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80)
- decide whether an employee must terminate secondary employment or be prohibited from undertaking secondary employment
- decide on salaries (salary reviews and other salary decisions).

In addition, the Vice-Chancellor delegates to the university director, on behalf of the University Administration (with the exception of teaching staff), the power to decide on other matters relating to staff management and conditions of employment such as:

- leaves of absence
- compensation for working hours and reimbursement of expenses
- business travel and expenses
- rehabilitation measures.

In addition, the Vice-Chancellor delegates to the university director the power to take decisions regarding the conditions of employment, such as leaves of absence, compensation for working hours and reimbursement of expenses, and business travel and expenses for the University Management, deans, deputy deans, library director, director of MAX IV and dean of Campus Helsingborg.

### **3.5. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the university director the power to:

- decide on the leasing of premises to the organisation
- decide on investments in infrastructure.

## **4. University Education Board**

The Vice-Chancellor delegates to the Education Board the power to:

- Adopt university-wide policies concerning first and second-cycle studies as well as for all education other than third-cycle programmes (with the exception of policies for quality assurance and quality enhancement).
- Issue cross-faculty guidelines within its area of responsibility (with the exception of guidelines on quality assurance and quality enhancement and the regulatory documents adopted by the University Board).
- Issue responses to consultations concerning general strategic education issues, normally following processing within the organisation.
- Issue responses to the Higher Education Appeals Board concerning first and second-cycle course and degree certificates.
- Submit requests to the Swedish Government, the Swedish Council for Higher Education and the Swedish Higher Education Authority in matters regarding admission rules.
- Submit applications to the Swedish Higher Education Authority regarding degree-awarding powers.
- Decide on the establishment of new degree programmes and the termination of degree programmes, including joint programmes.

- Decide on application deadlines other than 15 January and 15 April for the autumn semester, 15 August and 15 October for the spring semester and 15 March for summer courses, if there are special grounds.
- Take decisions regarding separate admission through a special selection group for fee-paying students.
- Establish specific admission requirements for degree programmes aimed at new entrants to higher education.
- Determine other selection criteria for admission to first-cycle courses and degree programmes intended for new entrants to higher education.
- Determine which degrees in fine, applied and performing arts can be taken at Lund University.
- Determine, where applicable, the titles of general degrees linked to a degree programme.
- Take decisions regarding evaluations and surveys such as student, lecturer and alumni barometers concerning first and second-cycle education, which are carried out at central level.
- Take decisions regarding university-wide requirements for qualifications in teaching and learning in higher education for first and second-cycle education.
- Take decisions regarding nomination and prioritisation of candidates for prizes and awards related to first and second-cycle education.

Allocate funding for university-wide investments within the Board's remit.

## 5. University Research Programmes Board

The Vice-Chancellor delegates to the Research Programmes Board the power to:

- Establish university-wide policies for third-cycle education (with the exception of policies for quality assurance and quality enhancement), issue cross-faculty guidelines within its area of responsibility (with the exception of guidelines on quality assurance and quality enhancement and the regulatory documents adopted by the University Board), issue responses to consultations concerning general strategic research programme issues, normally following processing in the organisation.
- Issue responses to the Higher Education Appeals Board concerning third-cycle degree certificates.
- Establish cross-faculty third-cycle courses and degree programmes.
- Take decisions regarding evaluations and surveys such as doctoral student, lecturer and alumni barometers concerning third-cycle studies, which are carried out at central level.
- Take decisions regarding university-wide requirements for qualifications in teaching and learning in higher education for third-cycle studies.
- Take decisions regarding nomination and prioritisation of candidates for prizes and awards related to third-cycle studies,

Allocate funding for university-wide investments within the Board's remit.

## 6. University Research Board

The Vice-Chancellor delegates to the Research Board the power to:

- Adopt university-wide research policies (with the exception of policies for quality assurance and quality enhancement).
- Issue cross-faculty guidelines on research-related issues (with the exception of guidelines on quality assurance and quality enhancement and the regulatory documents adopted by the University Board), take decisions regarding prioritisation of applications for external research funding for which the University is either listed as the applicant or supports the application.
- Take decisions regarding nomination and prioritisation of candidates for prizes and awards for research.
- Issue responses to consultations concerning general strategic research issues, normally following processing within the organisation.

Allocate funding for university-wide investments within the Board's remit.

## 7. Admissions Board

The Vice-Chancellor delegates to the Admissions Board for first and second-cycle courses and degree programmes the power to:

- adopt university-wide instructions for applications
- take decisions regarding the use of an alternative test as a criterion for selection in cases of equally qualified applicants
- take decisions regarding alternative selection criteria for individual first-cycle degree programmes intended for those other than new entrants to higher education, as well as second-cycle courses
- take decisions on general exceptions with regard to English proficiency as a basic entry requirement

- take decisions regarding individual admission matters, with the exception of admissions to the Faculty of Fine and Performing Arts and matters concerning late admissions, deferment of studies, approved leave from studies and admission to a later stage of a programme
- take decisions regarding individual admission matters when a review of the matter is requested
- take decisions regarding individual matters concerning repayment of tuition fees.

## 8. Faculty boards

The faculty boards are responsible, on behalf of the Vice-Chancellor, for education, research, external engagement and innovation at the relevant faculty. The faculty boards thus have responsibility, within the limits set by central university decision-making bodies, for matters concerning:

- quality enhancement and development
- faculty libraries
- organisation
- finances
- human resources
- administration
- information and communication.

### 8.1. General administration and organisation

In accordance with the applicable Rules of Procedure for Lund University, the faculty boards take decisions regarding the establishment and closure of departments and other units at the relevant faculty (Section 3.1, second paragraph).

The Rules of Procedure also regulate that heads of department and chairs of departmental boards are appointed by the dean of the faculty for a period of three years, following nominations from the staff of the department.

The Vice-Chancellor delegates to the faculty boards the power to:

- Establish decision-making and preparatory bodies within the relevant board's area of responsibility and decide on the composition of such bodies, unless otherwise regulated by the Vice-Chancellor or University Board.
- Establish rules and work instructions for the area of operation of the relevant board.
- Represent the public authority in negotiations with an employee organisation prior to any decisions that the employer intends to take or which the employee organisation wants to persuade the employer to take (with the exception of disputes or collective agreement negotiations).

## **8.2. Education**

The Vice-Chancellor delegates to the faculty boards, with regard to the courses and degree programmes for which the relevant faculty is responsible, the power to:

- Decide on the allocation of responsibility for the organisation of education.
- Adopt or abandon main fields of study for first and second-cycle studies.
- When applicable, decide on specialisations of professional degrees.
- Decide on the title of artistic degrees.
- Decide on the range of courses offered within first and second-cycle studies.
- Establish course and programme syllabi.
- Decide on a grading scale for first and second-cycle studies (within the scope determined by the University Board).
- Determine the number of places available for admission to programmes and courses.

- Adopt specific admission requirements for first-cycle degree programmes not intended for new entrants to higher education, second-cycle degree programmes and first and second-cycle courses.
- Adopt selection criteria for first-cycle degree programmes not intended for new entrants to higher education (in accordance with the Admission Rules for First and Second-Cycle Education approved by the University Board) and second-cycle degree programmes and courses.
- Take decisions regarding individual admission matters for first and second-cycle studies concerning late admissions, deferment of studies, approved leave from studies and admission to a later stage of a programme.
- In addition, for the Board of the Faculty of Fine and Performing Arts, to decide on other individual admission matters.
- Appoint examiners for courses.
- Award degrees and reject students' requests for degrees in the first and second cycle where the responsibility for education rests with the Faculty of Engineering (LTH) and the Faculty of Medicine.
- Award degrees and reject students' requests for degrees in the third cycle where the responsibility for education rests with the Faculty of Law and the Faculty of Medicine.
- Take decisions regarding credit transfer for previous studies or activities to be part of a degree.
- Adopt or abandon subjects for third-cycle studies. The power to take such decisions may be delegated to another body at faculty level but not to an individual officer. This decision-making power may not be sub-delegated.

- Decide on admission of applicants to third-cycle studies. In the case of admission to third-cycle studies with employment as a doctoral student, the power to take such decisions may be delegated to a body or officer at departmental level, but not to any individual other than a head of department. In the case of admission to third-cycle studies with funding provided by means other than a doctoral studentship, the power to take such decisions may be delegated to a body or officer at faculty level but no further.
- Establish special admission requirements for admission to third-cycle studies.
- Establish selection criteria for admission to third-cycle studies.
- Establish procedures for the preparation of decisions concerning admission to third-cycle studies. This decision-making power may not be sub-delegated.
- Establish rules for the procedure when advertising vacancies in third-cycle education.
- Adopt a form for applications to third-cycle studies.

Appoint supervisors for doctoral students.

### **8.3. Research**

The Vice-Chancellor delegates to the faculty boards the power, for the relevant faculty, to:

- decide on the appointment of associate professors
- decide on procedures for research reporting and quality enhancement.

#### **8.4. Finances**

The Vice-Chancellor delegates to the faculty boards the power, for the relevant faculty, to:

- decide on the allocation of the budget, including education and research remits and resources, and on the level and allocation of faculty overhead costs
- decide on the total budget for the faculty
- approve the faculty's statement of accounts and balance sheet and other financial reporting such as four-monthly accounts, forecasts and economic assessments.

#### **8.5. Human resources**

The Vice-Chancellor delegates to the faculty boards the power to take decisions regarding human resources matters at the relevant faculty. However, in accordance with Chapter 4, Section 13 of the Higher Education Ordinance, the Vice-Chancellor does not delegate the power to take decisions relating to the appointment of professors, such as decisions to advertise a vacant professorship, appoint a professor, set a new professor's salary or change the specialisation/subject of a professorship. Recruitment, appointment and promotion of University teaching staff are regulated in Lund University's Appointment Rules.

The Vice-Chancellor delegates to the faculty boards the power, for the relevant faculty, to:

- Decide on the recruitment and appointment of staff (with the exception of teaching staff).
- Decide on the recruitment, appointment and promotion of teaching staff (with the exception of professors). The power to decide on appointments of senior lecturers, adjunct senior lecturers or associate senior lecturers may be delegated to the dean but not further sub-delegated. The power to decide on appointments of lecturers, adjunct lecturers or postdocs may be delegated to the dean or the head of department but not further sub-delegated.

- Decide on a change of specialisation/subject for teaching staff positions (with the exception of professorships).
- Appoint members to the Academic Appointments Board.
- Appoint external experts for the assessment of applicants' expertise in the recruitment of teaching staff.
- Take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80) (with the exception of professorships).
- Decide whether an employee must terminate secondary employment or be prohibited from undertaking secondary employment (with the exception of deans and deputy deans). This power to decide may be delegated to a body or officer at faculty level, but not further sub-delegated.
- Decide on salaries (salary reviews and other salary decisions) for:
  - teaching staff with the exception of professors
  - head of the faculty office in consultation with the university director
  - technical and administrative staff
- Decide on salaries solely in the salary review for professors,
- Decide on other matters concerning staff management and conditions of employment (with the exception of deans and deputy deans), such as:
  - leaves of absence
  - compensation for working hours and reimbursement of expenses
  - business travel and expenses
  - rehabilitation measures.

## **8.6. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the faculty boards the power, for the relevant faculty, to:

- decide on documentation that is to form the basis for decisions on premises provision
- decide on the equipment and furnishings during construction and renovation projects
- decide on the organisation of IT operations and other infrastructural activities
- decide on the extent of cleaning and other services.

## **9. Specialised centres (USV)**

The person specifically appointed by the Vice-Chancellor as head of the specialised centres is responsible, on behalf of the Vice-Chancellor, for the activities and coordination of the specialised centres and for cooperation with other University organisations. The specifically appointed head thus has responsibility, within the limits set by central university decision-making bodies, for matters concerning:

- development
- finances
- human resources
- administration
- information and communication.

### **9.1. General administration and organisation**

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power to:

- represent the public authority in negotiations with an employee organisation prior to any decisions that the employer intends to take or which the employee organisation wants to persuade the employer to take (with the exception of disputes or collective agreement negotiations).

### **9.2. Education and research**

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power, within the limits set by agreements with the faculties on education, to:

- decide on the range of courses offered within first and second-cycle studies
- decide on the allocation of responsibility for the organisation of education
- determine the number of places available for admission to programmes and courses
- decide on a grading scale within first and second-cycle studies
- appoint examiners for courses
- decide on the appointment of associate professors
- decide on procedures for research reporting and quality enhancement.

### **9.3. Finances**

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power to:

- decide on the allocation of the budget for the specialised centres, including education and research remits and resources, and on the level and allocation of overhead costs
- decide on the total budget for the specialised centres
- approve the specialised centres' statement of accounts and balance sheet and other financial reporting such as four-monthly accounts, forecasts and economic assessments.

### **9.4. Human resources**

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power to take decisions regarding human resources matters at the specialised centres. However, in accordance with Chapter 4, Section 13 of the Higher Education Ordinance, the Vice-Chancellor does not delegate the power to take decisions relating to the appointment of professors, such as decisions to advertise a vacant professorship, appoint a professor or set a new professor's salary. Recruitment, appointment and promotion of University teaching staff are regulated in Lund University's Appointment Rules.

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power, within the specialised centres, to:

- Decide on the recruitment and appointment of staff (with the exception of teaching staff and centre directors).
- Decide on the recruitment, appointment and promotion of teaching staff (with the exception of professors). The power to decide on appointments of senior lecturers, adjunct senior lecturers or associate senior lecturers may not be sub-delegated. The power to decide on appointments of lecturers, adjunct lecturers or postdocs may be delegated to the centre director but not further sub-delegated.

- Decide on a change of specialisation/subject for teaching staff positions (with the exception of professorships).
- Take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80) (with the exception of professorships).
- Decide on salaries (salary reviews and other salary decisions), with the exception of professors and centre directors.
- Decide on salaries solely in the salary review for professors.
- Decide on other matters relating to staff management and conditions of employment such as:
  - leaves of absence
  - compensation for working hours and reimbursement of expenses
  - business travel and expenses
  - rehabilitation measures.

#### **9.5. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the specifically appointed head of the specialised centres the power to:

- decide on documentation that is to form the basis for decisions on premises provision for the specialised centres
- decide on the equipment and furnishings during construction and renovation projects
- decide on the organisation of the specialised centres' IT services and other infrastructural activities
- decide on the extent of cleaning and other services.

## 10. Lund University's cultural and public centres (LUKOM)

The person specifically appointed by the Vice-Chancellor is responsible, on behalf of the Vice-Chancellor, for the activities and coordination within LUKOM and for cooperation with other University organisations. The specifically appointed head thus has responsibility, within the limits set by central university decision-making bodies, for matters concerning:

- development
- finances
- human resources
- administration
- information and communication.

### 10.1. General administration and organisation

The Vice-Chancellor delegates to the specifically appointed head of the cultural and public centres the power to:

- establish decision-making and preparatory bodies within LUKOM and decide on the composition of such bodies
- adopt rules and work instructions for LUKOM, within the limits of the regulations decided by the Vice-Chancellor for each organisation

represent the public authority in negotiations with an employee organisation prior to any decisions that the employer intends to take or which the employee organisation wants to persuade the employer to take (with the exception of disputes or collective agreement negotiations).

## **10.2. Finances**

The Vice-Chancellor delegates to the specifically appointed head of the cultural and public centres the power to:

- decide on the allocation of the budget for LUKOM, including the level and allocation of overhead costs
- decide on the total budget for LUKOM
- approve LUKOM's statement of accounts and balance sheet and other financial reporting such as four-monthly accounts, forecasts and economic assessments.

## **10.3. Human resources**

The Vice-Chancellor delegates to the specifically appointed head of the cultural and public centres the power to take decisions regarding human resources matters at LUKOM, with the exception of the decision-making powers that lie with the Vice-Chancellor and university director. In accordance with Chapter 4, Section 13 of the Higher Education Ordinance, the Vice-Chancellor does not delegate the power to take decisions relating to the appointment of professors, such as decisions to advertise a vacant professorship, appoint a professor or set a new professor's salary. Recruitment, appointment and promotion of University teaching staff are regulated in Lund University's Appointment Rules.

The Vice-Chancellor delegates to the specifically appointed head of the cultural and public centres the power within LUKOM to:

- decide on the recruitment and appointment of staff (with the exception of teaching staff and centre directors)
- take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80) (with the exception of professorships)

- decide on salaries (salary reviews and other salary decisions), with the exception of professors and centre directors
- decide on salaries solely in the salary review for professors
- decide on other matters relating to staff management and conditions of employment such as:
  - leaves of absence
  - compensation for working hours and reimbursement of expenses
  - business travel and expenses
  - rehabilitation measures.

#### **10.4. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the specifically appointed head of the cultural and public centres the power to:

- decide on documentation that is to form the basis for decisions on premises provision for LUKOM
- decide on the equipment and furnishings during construction and renovation projects
- decide on the organisation of LUKOM's IT services and other infrastructural activities
- decide on the extent of cleaning and other services.

## 11. MAX IV Laboratory

The MAX IV Laboratory is regulated by the Ordinance on the national research facility at the electron accelerator laboratory (MAX IV Laboratory) in Lund (1994:946). In addition, current agreements on the MAX IV Laboratory between Lund University, the Swedish Research Council and VINNOVA apply.

### 11.1. General administration and organisation

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to:

- establish decision-making and preparatory bodies within its area of responsibility and decide on the composition of such bodies
- establish rules and work instructions for the MAX IV Laboratory
- represent the public authority in negotiations with an employee organisation prior to any decisions that the employer intends to take or which the employee organisation wants to persuade the employer to take (with the exception of disputes or collective agreement negotiations).

### 11.2. Education and research

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to:

- decide on procedures for research reporting and quality enhancement
- in consultation with the faculties concerned, decide on principles for quality assurance of operations and regular evaluations.

### **11.3. Finances**

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to:

- decide on the allocation of the budget for the MAX IV Laboratory, including research remits and resources, and on the level and allocation of overhead costs
- decide on the total budget for the MAX IV Laboratory
- approve the MAX IV Laboratory's statement of accounts and balance sheet and other financial reporting such as four-monthly accounts, forecasts and economic assessments.

### **11.4. Human resources**

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to take decisions regarding human resources matters, with the exception of the powers that lie with the Vice-Chancellor and university director. In accordance with Chapter 4, Section 13 of the Higher Education Ordinance, the Vice-Chancellor does not delegate the power to take decisions relating to the appointment of professors, such as decisions to advertise a vacant professorship, appoint a professor or set a new professor's salary. Recruitment, appointment and promotion of University teaching staff are regulated in Lund University's Appointment Rules.

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to:

- Decide on the recruitment and appointment of staff (with the exception of the director and teaching staff).
- Decide on the recruitment, appointment and promotion of teaching staff (with the exception of professors). The power to decide on appointments of senior lecturers, adjunct senior lecturers or associate senior lecturers may be delegated to the chair of the Board of MAX IV Laboratory but not further sub-delegated. The power to decide on appointments of lecturers, adjunct lecturers or postdocs may be delegated to the chair of the Board of MAX IV Laboratory or the director but not further sub-delegated.
- Decide on a change of specialisation/subject for teaching staff positions (with the exception of professorships).
- Take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80) (with the exception of professorships).
- Decide whether an employee must terminate secondary employment or be prohibited from undertaking secondary employment (with the exception of the director). This right may be delegated to a body or officer with responsibilities for the whole of MAX IV but not further sub-delegated.
- Decide on salaries (salary reviews and other salary decisions), with the exception of the director and professors.
- Decide on salaries solely in the salary review for professors.

- Decide on other matters relating to staff management and conditions of employment such as:
  - leaves of absence
  - compensation for working hours and reimbursement of expenses
  - business travel and expenses
  - rehabilitation measures.

### **11.5. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the Board of MAX IV Laboratory the power to:

- decide on documentation that is to form the basis for decisions on premises provision
- decide on the equipment and furnishings during construction and renovation projects
- decide on the organisation of IT operations and other infrastructural activities
- decide on the extent of cleaning and other services.

With regard to decisions not regulated in this document, the Board of MAX IV Laboratory is to have the same responsibilities and decision-making powers as the faculty boards.

## 12. Library Board

The Library Board is the board of the University Library (UB). The Library Board has overall responsibility for the operations of all Lund University libraries. The combined library operations consist of the University Library, faculty libraries and the separate libraries that are not part of a faculty library.

### 12.1. General administration and organisation

The Vice-Chancellor delegates to the Library Board the power to:

- establish rules and work instructions for the University Library.

### 12.2. Library operations

The Vice-Chancellor delegates to the Library Board the power to:

- establish strategic plans and annual reports for the University Library
- establish general rules that aim to provide good and fair conditions for staff and students at all Lund University libraries
- take decisions regarding all Lund University libraries on matters concerning quality objectives and the overall focus of library operations.

### 12.3. Finances

The Vice-Chancellor delegates to the Library Board the power to:

- decide on the allocation of shared funding
- decide on the total budget for the University Library
- approve the University Library's statement of accounts and balance sheet and other financial reporting such as four-monthly accounts, forecasts and economic assessments.

#### **12.4. Premises provision and other infrastructure**

Infrastructure refers to IT, cleaning, the caretaker's office, postal service, printing, etc.

The Vice-Chancellor delegates to the Library Board the power to:

- decide on documentation that is to form the basis for decisions on premises provision
- decide on the equipment and furnishings during construction and renovation projects
- decide on the organisation of IT operations and other infrastructural activities
- decide on the extent of cleaning and other services.

### **13. Library director**

#### **13.1. Human resources**

The Vice-Chancellor delegates to the library director the power to take decisions regarding human resources matters at the University Library, with the exception of the powers that lie with the Vice-Chancellor and university director.

The Vice-Chancellor delegates to the library director the power to:

- decide on the recruitment and appointment of staff (with the exception of teaching staff)
- decide on the recruitment, appointment and promotion of staff
- take decisions regarding employees leaving their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code, and decisions regarding termination of employment based on age pursuant to the Employment Protection Act (1982:80)
- decide whether an employee must terminate secondary employment or be prohibited from undertaking secondary employment
- decide on the allocation of extra contributions to an employee's retirement pension

- decide on salaries (salary reviews and other salary decisions)
- decide on other matters relating to staff management and conditions of employment such as:
  - leaves of absence
  - compensation for working hours and reimbursement of expenses
  - business travel and expenses.

#### 14. Entry into force

These Guidelines enter into force on 19 June 2025 and replace the Rules on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University (Vice-Chancellor's decision, 19 December 2024, Reg. no STYR 2024/3277).



## APPENDIX

Reg. No. STYR 2025/991

## Allocation of the Right to Sign Certain Agreements and Applications

Delegation from the Vice-Chancellor to the university director, deans, heads of department, library director and the Board of MAX IV Laboratory.

### Limitations

The delegations in these Guidelines apply only to the types of agreement and application defined below (with the exception of delegations to the university director). Other types of agreement, such as purchasing agreements and lease agreements, have separate delegation rules.

### Definitions

Within the University, a large number of agreements are signed, with varying content related to research and education. The agreement's type is key to determining who has the power to sign it. To determine the type of agreement, the following definitions are used:

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

- ***Externally employed doctoral student agreement*** – an agreement on third-cycle education where the doctoral student is employed by the external funding party.
- ***Licensing agreement*** – an agreement where the University gives licensing rights/usage rights for software, for example, (agreements in which the University buys licensing rights or usage rights are dealt with elsewhere).
- ***Collaboration agreement*** – refers to collaborations with one or more parties that are not fully funded and where there is a requirement for services in return (see below under ***Contract research agreement***). Collaboration agreements that entail a financial obligation, in which granted funding is to be forwarded to an external party, may only be signed for the period to which the decision on granted funding applies.
- ***Contract research agreement*** – fully funded commission where the commissioning party makes demands for services in return (e.g. in the form of delayed publication, confidentiality, rights to results, etc.).
- ***Contract education agreement*** – an agreement relating to the Ordinance on Contract Education.
- ***Education agreement*** – an agreement with another higher education institution on education, e.g. joint degree programmes, exchange agreements and agreements with collaborating partners on, for example, students' degree projects.

In addition, there are:

- agreements on degree projects
- material transfer agreements – give the right to use material (both the University and other parties can give this right)
- confidentiality agreements – usually signed in conjunction with discussions on future collaborations
- letters of intent/memoranda of understanding – state the intention to enter into an agreement

- consultancy agreements – agreements in which the University sells consultancy services (agreements on purchasing consultancy services are dealt with elsewhere)
- agreements with employees.

Furthermore, there are the following specific agreements:

- agreements within EU research programmes
- agreements with the National Institutes of Health.

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

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

## Managing agreements and applications

The head of department is responsible for the activities of the department and must therefore always approve all agreements and applications that explicitly concern the activities of the department, regardless of whether they are the person with the power to sign on behalf of the University or not (see below).

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

The following applies unless otherwise stated under Special conditions. The roles below have the right to sign agreements on behalf of Lund University.

## **Vice-Chancellor**

The Vice-Chancellor signs in the following cases:

- all agreements of the types listed above that cover multiple departments at more than one faculty (or equivalent)
- grant agreements amounting to SEK 20 million and above
- contract research agreements and collaboration agreements amounting to SEK 10 million and above. In calculating the value of collaboration agreements, the remuneration or other form of payment that the University receives is added to the University's services in return
- memoranda of understanding and letters of intent, in cases where the intended agreements are to be signed by the Vice-Chancellor
- agreements where the other party's terms are that the Vice-Chancellor is to sign
- education agreements and applications that concern more than one faculty (or equivalent)
- education agreements and applications that concern a joint degree programme leading to a joint degree
- applications in cases where the call for applications states that the Vice-Chancellor is to sign
- submission of tenders in procurement processes for contract education when more than one faculty is the contractor, with the exception of procurement of assignments for the National Agency for Education.

## **University director**

The university director has the right to sign all agreements within the areas of responsibility of the university director (as defined in Section 3 of the *Guidelines on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University*) and all agreements within the University administration.

Furthermore, the university director has the right to sign agreements in the following cases:

- agreements with LU Innovation System AB
- agreements with another public authority on staff loans.

The university director may sub-delegate the right to sign agreements to other officers in the central administration. The sub-delegation is to be in writing and indicate a specific officer. The written sub-delegations are to be filed together, updated regularly and revoked when necessary.

## **Dean**

Dean also refers to the specifically appointed head of the specialised centres (USV), the specifically appointed head of the cultural and public centres (LUKOM) and the library director.

The dean is the authorised signatory of the relevant faculty in the following cases:

- All agreements of the types listed above that cover, where applicable, multiple departments and that are not to be signed by the Vice-Chancellor or university director in accordance with the above.
- Contract research agreements and collaboration agreements in the range of SEK 5-10 million. In calculating the value of collaboration agreements, the remuneration or other form of payment that the University receives is added to the University's services in return.

- Memoranda of understanding and letters of intent, in cases where the intended agreements are to be signed by the dean
- All externally employed doctoral student agreements.
- Education agreements and applications that concern only the faculty.
- Submission of tenders in procurement processes for contract education when only the faculty is the contractor, with the exception of procurement of assignments for the National Agency for Education.
- Contract education agreements that concern only the faculty, with the exception of assignments with the National Agency for Education.
- Applications for ethical review of research involving humans in accordance with the Ethical Review Act and related regulations. The dean's delegation and clarification of responsibility for ethical review of research involving humans adheres to special decisions by the Vice-Chancellor.

Furthermore, the dean of the Joint Faculties of the Humanities and Theology is delegated the power to

- submit tenders in the procurement of assignments for the National Agency for Education
- sign agreements regarding assignments with the National Agency for Education.

The dean may sub-delegate the right to sign agreements. The sub-delegation is to be in writing and indicate a specific officer. The written sub-delegations are to be filed together, updated regularly and revoked when necessary.

## **Heads of department**

Head of department also refers to directors of specialised centres and cultural and public centres. All agreements and applications that concern the department are to be approved by the head of department. The head of department signs for the department concerned in the following cases

- grant agreements amounting to less than SEK 20 million
- contract research agreements and collaboration agreements amounting to less than SEK 5 million. In calculating the value of collaboration agreements, the remuneration or other form of payment that the University receives is added to the University's services in return
- memoranda of understanding and letters of intent, in cases where the intended agreements are to be signed by the head of department and in cases where the value of the future agreement is unknown
- licensing agreements (agreements where the University gives licensing rights/usage rights)
- agreements with collaboration partners on degree projects
- material transfer agreements
- confidentiality agreements
- agreements with employees
- applications that are not to be signed by the Vice-Chancellor or dean.

The head of department may sub-delegate the right to sign agreements. The sub-delegation is to be in writing and indicate a specific officer. The written sub-delegations are to be filed together, updated regularly and repealed when necessary.

## **Board of MAX IV Laboratory**

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

- The following agreements that, pursuant to the regulations above, are to be signed by the Vice-Chancellor:
  - all agreements of the types listed above that cover multiple departments at more than one faculty (or equivalent)
  - memoranda of understanding and letters of intent, in cases where the intended agreements are to be signed by the Vice-Chancellor
  - agreements where the other party's terms are that the Vice-Chancellor is to sign
  - education agreements and applications that concern more than one faculty (or equivalent)
  - education agreements and applications that concern a joint degree programme leading to a joint degree
  - applications in cases where the call for applications states that the Vice-Chancellor is to sign.
- Agreements amounting to SEK 150 million or higher, which are to be signed by the Vice-Chancellor.
- Agreements on the overall funding of the MAX IV Laboratory, which are to be signed by the Vice-Chancellor.

The Board of MAX IV Laboratory may sub-delegate the right to sign agreements. The sub-delegation is to be in writing and indicate a specific officer. The written sub-delegations are to be filed together, updated regularly and revoked when necessary. The Vice-Chancellor is to be continually informed of sub-delegations.

## **Special conditions**

Special rules pursuant to separate decisions apply to agreements within the EU framework programmes for research and innovation, agreements within the EU programme for education, internships, youth exchanges and sports projects, and agreements with the National Institutes of Health. In accordance with these special rules, the head of the relevant faculty office or another officer signs these agreements in accordance with the respective document.

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

- EU Horizon 2020: Lund University's Administrative Rules for Research Projects within the European Commission's Framework Programme Horizon 2020.
- EU Horizon Europe: Lund University's Guidelines for Research and Innovation Projects within the European Union's Framework Programme Horizon Europe (2021-2027).
- EU Erasmus+: Guidelines for Projects within Erasmus+, the European Union's programme for Education, Internships, Youth Exchanges and Sports Projects, 2021-2027 and Nordplus.