



LUND
UNIVERSITY

Vice-Chancellor

Rules on the allocation of decision-making powers at Lund University

Appendix: Allocation of decision-making powers for certain agreements and applications

Approved by the vice-chancellor 21 June 2018.

With the support of Chapter 2 Section 5 of the Higher Education Act (1992:1434) and with reference to Chapter 7 of the Lund University Rules of Procedure (reg. no STYR 2017/1693), Lund University decides the following.

These rules 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 rules on delegation from central university level elsewhere and make them available to staff and students.

1. Sub-delegation of powers

The powers regulated in these rules may be sub-delegated to another body or post 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 regulated in individual cases.

The schemes of delegation of the faculty boards (or equivalent) shall be communicated to the vice-chancellor.

Those who have been delegated the power to decide on a matter can, where it is warranted, refer the matter back to the person/body from which the decision was delegated.

It follows from general principles of administrative law that a delegation of powers may be recalled.

2. Limits

The allocation of decision-making powers and sub-delegation of powers described above do not include the authority to sign agreements and applications. These powers are regulated in an appendix to these regulations.

3. Head of administration

The head of administration 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 head of administration 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 and other infrastructure,

insofar as these are not to be dealt with by the faculty boards under these or other regulations.

The head of administration also has responsibility on behalf of the vice-chancellor for monitoring university decisions to ensure their legality.

3.1 General administration and organisation

The vice-chancellor delegates to the head of administration the power to:

- take decisions on implementing regulations within the area of responsibility of the head of administration
- take decisions 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
- take decisions on the allocation of matters for processing

The head of administration represents the public authority and signs for it within the area of responsibility of the head of administration.

3.2. Administrative services necessary for education and research

The vice-chancellor delegates to the head of administration the power to:

- take decisions on administrative systems used in relation to education at the University and on rules and routines for the management of these
- take decisions on whether a suspected disciplinary offence by a student should be referred to the Disciplinary Board for consideration
- issue tenders from the University as a contractor in the public procurement of contract education

3.3 Finances

The vice-chancellor delegates to the head of administration the power to:

- take decisions on the budget for the University's central administration
- decide rules and procedures for the reporting of the University's budget and financial follow-up
- decide rules and procedures for the University's financial administration
- decide rules and procedures for the University's purchasing and procurement
- take decisions on university-wide procurements

- take decisions on the vice-chancellor's strategic funding for sums up to SEK 100 000, following consultation with the vice-chancellor

3.4 Human resources

The vice-chancellor delegates to the head of administration the power to:

- sign local collective agreements with the staff organisations
- take decisions on exceptions from collective agreements when there are special grounds, as permitted by the agreements
- decide rules and structures for the University's human resources procedures
- represent the public authority in its capacity as an employer in dispute negotiations with the staff organisations
- sign individual agreements with employees on behalf of the public authority on early retirement on the grounds of redundancy/service pensions and semi-retirement
- sign individual agreements with employees on behalf of the public authority on exceptions to regulations in 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 documentation
- sign to authorise payment of salaries

In addition, the vice-chancellor delegates to the head of administration the power, for the central administration and University Library (with the exception of teaching staff), to:

- take decisions on recruitment, appointment and promotion of staff
- take decisions on termination of employment in cases where termination is required under law and collective agreements on the grounds of age, and in accordance with decisions from the Swedish Social Insurance Agency on the grounds of illness
- take decisions on whether or not an employee must terminate their secondary employment, or prohibit an employee from accepting secondary employment
- take decisions to allocate additional funding for retirement pensions for employees
- take decisions on salaries (salary revisions and other salary decisions)
- take decisions on other matters concerning employment, such as:
 - o approval/rejection of applications for leave of absence
 - o allocation of employees' working hours within the limits laid down in applicable collective agreements
 - o employees' completion of duties
 - o annual leave
 - o rehabilitation measures

3.5 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the head of administration the power to:

- take decisions on the leasing of premises to university operations
- take decisions 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 education
- issue cross-faculty regulations in education-related matters (with the exception of the regulations decided 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 on first and second cycle course and degree certificates
- submit requests to the Government, the Council for Higher Education and the Swedish Higher Education Authority in matters regarding admission rules
- take decisions on the establishment of new study programmes, including joint programmes
- take decisions 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 tuition fee-paying students
- determine the field-specific entry requirements for study programmes intended for beginners and leading to a general degree
- determine other selection criteria for admission to first-cycle education intended for beginners
- 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 study programme
- take decisions on 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 on university-wide requirements for qualifications in higher education teaching and learning, for the purpose of teaching in the first and second cycle
- take decisions on 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:

- adopt university-wide policies concerning third cycle education
- issue cross-faculty regulations in education-related matters (with the exception of the regulations decided by the University Board)
- issue responses to consultations concerning general strategic education issues, normally following consultation within the organisation
- issue responses to the Higher Education Appeals Board on third cycle course and degree certificates
- establish cross-faculty third cycle programmes
- take decisions on evaluations and surveys such as doctoral student, lecturer and alumni barometers concerning third cycle education, which are carried out at central level

- take decisions on university-wide requirements for qualifications in higher education teaching and learning, for the purpose of teaching in the third cycle
- take decisions on nomination and prioritisation of candidates for prizes and awards related to third cycle education
- 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 research policies for the University
- issue cross-faculty regulations in research-related matters (with the exception of those regulations decided by the University Board)
- take decisions on prioritisation of applications for external research funding for which the University is either listed as the applicant or supports the application
- take decisions on 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 study programmes the power to:

- adopt university-wide instructions for applications
- decide on tests as a criterion for selection in cases of equally qualified applicants
- decide on alternative selection criteria for individual first-cycle study programmes intended for those other than beginners, as well as second-cycle courses
- take decisions on general exceptions with regard to English proficiency as a basic entry requirement
- take decisions on individual admission matters, excepting 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 on individual admission matters when a review of the matter is requested
- take decisions on 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
- libraries
- organisation
- finances
- human resources
- administration
- information and communication,

insofar as these are not to be dealt with by the vice-chancellor or head of administration under these or other regulations.

8.1 General administration and organisation

In accordance with the *Lund University Rules of Procedure*, the faculty boards take decisions on 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 advisory bodies within the area of responsibility of the board and decide on the composition of such bodies, unless otherwise regulated by the vice-chancellor or University Board
- decide rules and directions for the area of operation of the relevant board
- represent the public authority in negotiations with the staff organisations on a decision the employer intends to take or the staff organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)

8.2 Education

The vice-chancellor delegates to the faculty boards the power to:

- take decisions 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, take decisions on specialisations of professional degrees
- take decisions on titles for arts degrees
- take decisions on the provision of first and second cycle courses and study programmes
- approve course and programme syllabi
- take decisions on grading scales in first and second cycle education (within the limits set by the University Board)
- set admission quotas for programmes and courses
- adopt specific admission requirements for first cycle programmes not intended for new entrants to higher education, second cycle programmes and first and second cycle courses

- adopt selection criteria for first cycle programmes not intended for new entrants to higher education (in accordance with admission rules for first and second cycle education approved by the University Board), second cycle programmes and second cycle courses
- take decisions on 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
- the board of the Faculty of Fine and Performing Arts to take decisions on individual admission matters
- appoint examiners for courses
- issue degrees
- take decisions on the transfer of credits for previous studies or activities to a degree
- adopt or abandon subjects for third cycle studies
- take decisions on admissions to third cycle studies. This power may be delegated to a faculty body or officer. It may also be delegated to a departmental body, but not to a departmental officer other than the head of department. It may not be delegated to the intended supervisor of the doctoral student.
- adopt specific admission requirements for third cycle programmes
- adopt selection criteria for third cycle programmes
- adopt procedures for the third cycle admission process. This power may not be sub-delegated.
- adopt regulations for the process to advertise vacancies on third cycle programmes
- 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 to:

- take decisions on the appointment of associate professors
- take decisions on the procedures for research reporting and quality enhancement
- issue permits to use animals in research
- issue permits to keep animals to be used in research
- issue permits on the contained use of genetically modified animals for research

8.4 Finances

The vice-chancellor delegates to the faculty boards the power to:

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

8.5 Human resources

The vice-chancellor delegates to the faculty boards the power to take decisions on human resources matters at the relevant faculty with the exception of the powers that lie with the vice-chancellor and head of administration. In accordance with Chapter 4 Section 13 of the Higher Education Ordinance, the vice-chancellor does not delegate the power to make decisions regarding the appointment of professors, the decision to advertise a post of professor, a new professor's salary or a new specialisation/subject of a professorship. The recruitment, appointment and promotion of academic staff are regulated in the Lund University Appointment Rules (reg. no STYR 2017/1906).

The vice-chancellor delegates to the faculty boards the power to, for the relevant faculty:

- take decisions on the recruitment and appointment of staff (with the exception of teaching staff)
- take decisions 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.
- take decisions on the specialisation/subject of a teaching position (with the exception of professorships)
- appoint members to the academic appointments board
- appoint external experts for the assessment of applicants to teaching posts
- take decisions on termination of employment in cases where termination is required under law and collective agreements on the grounds of age, and in accordance with decisions from the Swedish Social Insurance Agency on the grounds of illness (with the exception of professors)
- take decisions on whether or not an employee must terminate their secondary employment, or prohibit an employee from accepting secondary employment. This power to decide may be delegated to a body or manager at the faculty level, but not further sub-delegated
- take decisions to allocate additional funding for retirement pensions for employees
- take decisions on salaries (salary revisions and other salary decisions) for:
 - o academic staff with the exception of professors
 - o heads of faculty offices in consultation with the university director
 - o technical and administrative staff at the faculty/-ies
- take decisions on salaries for professors only in connection with salary revisions
- take decisions on other matters concerning employment, such as:
 - o approval/rejection of applications for leave of absence
 - o allocation of employees' working hours within the limits laid down in applicable collective agreements
 - o employees' completion of duties
 - o annual leave
 - o rehabilitation measures

8.6 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the faculty boards the power to, for the relevant faculty:

- take decisions on documentation that is to form the basis for decisions on premises
- take decisions on equipment and furnishings for new construction projects and renovation projects
- take decisions on the organisation of IT services and other infrastructure activities
- take decisions on levels of cleaning services and other services

9. Specialised centres (USV)

The Board 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 parts of the University. The Board thus has responsibility, within the limits set by central university decision-making bodies, for matters concerning:

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

insofar as these are not to be dealt with by the vice-chancellor or head of administration under these or other regulations.

9.1 General administration and organisation

The vice-chancellor delegates to the Board of the Specialised Centres the power to:

- establish decision-making and preparatory bodies within the area of responsibility of the board and to take decisions on the composition of such bodies
- decide rules and directions for the area of operation of the board, within the limits set by the regulations of each operation decided by the vice-chancellor
- represent the public authority in negotiations with the staff organisations on a decision the employer intends to take or the staff organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)

9.2 Education and research

The vice-chancellor delegates to the Board of the Specialised Centres the power to, within the limits set by agreements with the faculties on education:

- take decisions on courses offered in the first and second cycles
- take decisions on the allocation of responsibility for the organisation of education
- set admission quotas for programmes and courses
- take decisions on grading scales in first and second cycle education
- appoint examiners for courses
- take decisions on the appointment of associate professors
- take decisions on procedures for research reporting and quality enhancement

9.3 Finances

The vice-chancellor delegates to the Board of the Specialised Centres the power to:

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

9.4 Human resources

The vice-chancellor delegates to the Board of the Specialised Centres the power to take decisions on human resources matters at the specialised centres with the exception of the powers that lie with the vice-chancellor and head of administration. In accordance with Chapter 4 Section 13 of the Higher Education Ordinance, the vice-chancellor does not delegate the power to make decisions regarding the appointment of professors, the decision to advertise a post of professor or a new professor's salary. The recruitment, appointment and promotion of academic staff are regulated in the Lund University Appointment Rules (reg. no STYR 2017/1906).

The vice-chancellor delegates to the Board of the Specialised Centres the power to, within the specialised centres:

- take decisions on the recruitment and appointment of staff (with the exception of professors and centre directors)
- take decisions 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 but not further sub-delegated. The power to decide on appointments of lecturers, adjunct lecturers or postdocs may be delegated to the chair or centre director but not further sub-delegated.
- take decisions on the specialisation/subject of a teaching position (with the exception of professorships)
- take decisions on termination of employment in cases where termination is required under law and collective agreements on the grounds of age, and in accordance with decisions from the Swedish Social Insurance Agency on the grounds of illness (with the exception of professors)
- take decision to allocate additional funding for retirement pensions for employees
- take decisions on salaries (salary revisions and other salary decisions), with the exception of professors and centre directors
- take decisions on salaries for professors only in connection with salary revisions
- take decisions on other matters concerning employment, such as:
 - o approval/rejection of applications for leave of absence
 - o allocation of employees' working hours within the limits laid down in applicable collective agreements
 - o employees' completion of duties
 - o annual leave
 - o rehabilitation measures

9.5 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the Board of the Specialised Centres the power to:

- take decisions on documentation that is to form the basis for decisions on premises for the specialised centres
- take decisions on equipment and furnishings for new construction projects and renovation projects
- take decisions on the organisation of the specialised centres' IT services and other infrastructure activities

- take decisions on levels of cleaning services and other services

10. Cultural and public centres (LUKOM)

The Board of the Cultural and Public Centres is responsible on behalf of the vice-chancellor for the operations and coordination of the cultural and public centres and for cooperation with other parts of the University. The Board thus has responsibility, within the limits set by central university decision-making bodies, for matters concerning:

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

insofar as these are not to be dealt with by the vice-chancellor or head of administration under these or other regulations.

10.1 General administration and organisation

The vice-chancellor delegates to the Board of the Cultural and Public Centres the power to:

- establish decision-making and planning bodies within the cultural and public centres and take decisions on the composition of such bodies,
- adopt rules and instructions for activities within the cultural and public centres, within the limits set by the vice-chancellor adopted regulations for each organisation,
- represent the University in negotiations with trade unions in preparation for decisions that the employer intends to take or that the trade union wants to persuade the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements).

10.2 Finances

The vice-chancellor delegates to the Board of the Cultural and Public Centres the power to:

- take decisions on the budget for the cultural and public centres, including the level and allocation of overhead costs
- take decisions on the total budget for the cultural and public centres
- approve the cultural and public centres' statement of accounts and balance sheet and other financial reporting such as quarterly accounts, forecasts and economic assessments

10.3 Human resources

The vice-chancellor delegates to the Board of the Cultural and Public Centres the power to take decisions on human resources matters at the cultural and public centres with the exception of the powers that lie with the vice-chancellor and head of administration. In accordance with Chapter 4 Section 13 of the Higher Education Ordinance, the vice-chancellor does not delegate the power to make decisions regarding the appointment of professors, the decision to advertise a post of professor or a new professor's salary. The recruitment, appointment and promotion of academic staff are regulated in the Lund University Appointment Rules (reg. no STYR 2017/1906).

The vice-chancellor delegates to the Board of the Cultural and Public Centres the power to, within the cultural and public centres:

- take decisions on the recruitment and appointment of staff (with the exception of teaching staff and directors)
- take decisions 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 but not further sub-delegated. The power to decide on appointments of lecturers, adjunct lecturers or postdocs may be delegated to the chair or centre director but not further sub-delegated.
- take decisions on the specialisation/subject of a teaching position (with the exception of professorships)
- take decisions on termination of employment in cases where termination is required under law and collective agreements on the grounds of age, and in accordance with decisions from the Swedish Social Insurance Agency on the grounds of illness (with the exception of professors)
- take decisions to allocate additional funding for retirement pensions for employees
- take decisions on salaries (salary revisions and other salary decisions), with the exception of professors and directors
- take decisions on salaries for professors only in connection with salary revisions
- take decisions on other matters concerning employment, such as:
 - o approval/rejection of applications for leave of absence
 - o allocation of employees' working hours within the limits laid down in applicable collective agreements
 - o employees' completion of duties
 - o annual leave
 - o rehabilitation measures

10.4 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the Board of the Cultural and Public Centres the power to:

- take decisions on documentation that is to form the basis for decisions on premises for the cultural and public centres
- take decisions on equipment and furnishings for new construction projects and renovation projects
- take decisions on the organisation of the cultural and public centres' IT services and other infrastructure activities
- take decisions on levels of cleaning services and other services

11. MAX IV Laboratory

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)*, last amended 23 December 2011. In addition, current agreements on MAX IV 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 to take decisions on the composition of such bodies
- decide rules and directions for MAX IV Laboratory
- represent the public authority in negotiations with the staff organisations on a decision the employer intends to take or the staff organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements).

11.2 Education and research

The vice-chancellor delegates to the Board of MAX IV Laboratory the power to:

- take decisions on procedures for research reporting and quality enhancement
- in consultation with the faculty concerned, take decisions 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:

- take decisions on the budget for the MAX IV Laboratory, including research remit and resources, and on the level and allocation of overhead costs
- take decisions on the total budget for MAX IV Laboratory
- approve the statement of accounts and balance sheet and other financial reporting such as quarterly 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 on human resources matters with the exception of the powers that lie with the vice-chancellor and head of administration. In accordance with Chapter 4 Section 13 of the Higher Education Ordinance, the vice-chancellor does not delegate the power to make decisions regarding the appointment of professors, the decision to advertise a post of professor or a new professor's salary. The recruitment, appointment and promotion of academic staff are regulated in the Lund University Appointment Rules (reg. no STYR 2017/1906).

The vice-chancellor delegates to the Board of MAX IV Laboratory the power to:

- take decisions on the recruitment, appointment and promotion of staff (with the exception of director and teaching staff)
- take decisions on the recruitment and appointment 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 but not further sub-delegated. The power to decide on

appointments of lecturers, adjunct lecturers or postdocs may be delegated to the chair or centre director but not further sub-delegated.

- take decisions on the specialisation/subject of a teaching position (with the exception of professorships)
- take decisions on termination of employment in cases where termination is required under law and collective agreements on the grounds of age, and in accordance with decisions from the Swedish Social Insurance Agency on the grounds of illness (with the exception of professors)
- take decisions on the whether or not an employee must terminate their secondary employment, or prohibit an employee from accepting secondary employment. This right may be delegated to a body or official with responsibilities for the whole of MAX IV, but not further sub-delegated
- take decisions to allocate additional funding for retirement pensions for employees
- take decisions on salaries (salary revisions and other salary decisions), with the exception of professors and the director
- take decisions on salaries for professors only in connection with salary revisions
- take decisions on other matters concerning employment, such as:
 - o approval/rejection of applications for leave of absence
 - o allocation of employees' working hours within the limits laid down in applicable collective agreements
 - o employees' completion of duties
 - o annual leave
 - o rehabilitation measures

11.5 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the Board of MAX IV Laboratory the power to:

- take decisions on documentation that is to form the basis for decisions on premises
- take decisions on equipment and furnishings for new construction projects and renovation projects
- take decisions on the organisation of MAX IV Laboratory's IT services and other infrastructure activities
- take decisions on levels of cleaning services and other services

With regard to decisions not regulated in this document, the Board of MAX IV Laboratory shall have the same responsibility and powers as the faculty boards.

12. Lund University Libraries (LUB)

The Board of Lund University Libraries has overall responsibility for the operations of the libraries and their development at Lund University. The Board also serves as the Board of the University Library (UB).

12.1 General administration and organisation

The vice-chancellor delegates to the Board of Lund University Libraries the power to:

- decide rules and directions for the University Library

12.2 Library operations

The vice-chancellor delegates to the Board of Lund University Libraries the power to:

- take decisions on objectives and guidelines for the aspects of information provision linked to library operations
- decide general rules that aim to provide good and fair conditions for staff and students at LUB
- take decisions on matters concerning quality objectives and the general direction of library operations in general
- approve strategic plans and annual reports for Lund University Libraries as a whole and for the University Library

12.3 Finances

The vice-chancellor delegates to the Board of Lund University Libraries the power to:

- take decisions on the allocation of shared funding
- take decisions 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 quarterly accounts, forecasts and economic assessments

12.4 Premises and other infrastructure

Infrastructure refers to IT, cleaning, caretaking, post handling, printing, etc.

The vice-chancellor delegates to the Board of Lund University Libraries the power to, for the University Library:

- take decisions on documentation that is to form the basis for decisions on premises
- take decisions on equipment and furnishings for new construction projects and renovation projects
- take decisions on the organisation of IT services and other infrastructure activities
- take decisions on levels of cleaning services and other services

13. Entry into force

These regulations enter into force on 21 June 2018, at which time the following document will cease to apply:

Föreskrifter om fördelning av beslutsbefogenheter och rätt att teckna avtal vid Lunds universitet (Regulations on the allocation of decision-making powers at Lund University, vice-chancellor's decision, 3 November 2016, reg. no STYR 2016/1277).

Allocation of decision-making powers for certain agreements and applications

Delegation from vice-chancellor to head of administration, deans, heads of department and the board of MAX IV Laboratory.

Limits

The delegations in these regulations apply only to the types of agreement and application defined below (with the exception of delegations to the head of administration). Other types of agreement, such as purchasing agreements and tenancy 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

industry-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 to, for example, software (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**)

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 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

In addition, 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 are given 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 he/she is the person with the power to sign on behalf of the University or not (see below).

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

The following applies unless otherwise stated under *Special conditions*.

The following people 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 of SEK 8 million and above
- contract research agreements and collaboration agreements of SEK 4 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)¹
- education agreements and applications that concern a joint programme leading to a joint degree²
- applications in cases where the call for proposals states that the vice-chancellor is to sign

Head of Administration

The head of administration has the right to sign all agreements within the areas of responsibility of the head of administration as defined in the *Regulations on the allocation of decision-making powers at Lund University* (p. 2) and all agreements within University administration.

Furthermore, the head of administration has the right to sign agreements in the following cases:

- all contract education agreements
- agreements with LU Innovation System AB

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

¹ The vice-chancellor has delegated the power to sign these agreements to the deputy vice-chancellor in *Delegation avseende rätten att teckna vissa utbildningsavtal* (Delegation of the right to sign certain education agreements) (Reg. no STYR 2016/810).

² ditto

Dean

Dean also refers to the chair of the Board of the Specialised Centres and the chair of the Board of the Cultural and Public Centres.

The dean of a faculty signs in the following cases:

- all agreements of the types listed above that cover multiple departments and that are not to be signed by the vice-chancellor or head of administration in accordance with the above
- contract research agreements and collaboration agreements in the interval SEK 800 000–SEK 4 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 industry-employed doctoral student agreements
- education agreements and applications that concern only the faculty

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

Head 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 shall be approved by the head of department. The head of department signs for the department concerned in the following cases:

- grant agreements of less than SEK 8 million
- contract research agreements and collaboration agreements of less than SEK 800 000. 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 delegate the right to sign agreements to other officers. The delegation is to be in writing and indicate a specific officer. The written delegations are to be filed together, updated regularly and repealed when necessary.

The 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 programme leading to a joint degree
- applications in cases where the call for proposals states that the vice-chancellor is to sign
- grant agreements of SEK 150 million or higher, which are to be signed by the vice-chancellor
- agreements on the overall funding of MAX IV Laboratory, which are to be signed by the vice-chancellor

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

Special conditions

Special rules pursuant to separate decisions apply to the EU framework agreements and to agreements with the National Institutes of Health. In accordance with these special rules, the head of the relevant faculty office signs these agreements with the exception of agreements involving more than one faculty.

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

- EU Horizon 2020: *Lund University's administrative rules for research projects within the European Commission's framework programme Horizon 2020 (2014–2020)*, reg. no STYR 2014/203
- EU Seventh Framework Programme: *Handläggningsordning för forskningsprojekt inom EU:s sjunde ramprogram* (Administrative procedure for research projects within the EU 7th Framework Programme), reg. no A 39 6932/2006