

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Organisation under review: Lund University, Lund, Sweden

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GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings:

- Ethical and professional aspects
- Recruitment and selection
- Working conditions and social security
- Training and development

The GAP-analysis consists of four different levels:

- National legislation – Swedish laws and ordinances on a national level
- National resources – support functions at national level
- Organisational regulation – Lund University control documents
- Organisational resources – Lund University support functions for researchers

(SWE): the link only available in Swedish

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview		
Principles	Relevant legislation (national), organisational regulation (Lund University) and organisational resources (support within Lund University).	Activities/suggestions for improvements
Ethical and Professional Aspects		
<p>1. Research freedom Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances, e.g. for budgetary or infrastructural property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434), Chapter 1, § 6 The following general principles shall apply to research: <ol style="list-style-type: none"> 1. Research issues may be freely selected 2. Research methodologies may be freely developed 3. Research results may be freely published. The Freedom of Speech Act (1991:1469) (SWE) The purpose of freedom of expression under this Act is to secure the free exchange of opinion, free and comprehensive information, and freedom of artistic creation. The Freedom of Press Act (1949:105) The right of every Swedish citizen to publish written matter, without prior hindrance by a public authority or other public body, and not to be prosecuted thereafter on grounds of its content other than before a lawful court. Organisational regulation Strategic Plan 2017-2026 (STYR 2017/812) Lund University stands behind the basic core values on which European universities agreed in the Magna Charta Universitatum: academic freedom, autonomy, to defend freedom, integrity and quality of education and research. The core values are also based in the laws which a Swedish public authority is obliged to follow. Research Strategy 2017-2021 (F2016/223)</p>	

	<p>States the adherence to the core values expressed in the Strategic Plan. It also vows to safeguard research independence and continuously maintain the discussion of research ethics in relation to collaboration with the society.</p> <p>Policy on open access publication at Lund University (LS 2013/729) Lund University strives to spread knowledge of its research and research findings to a wide audience in accordance with the Berlin Declaration on Open Access. At the same time, the University defends the freedom of the researcher to choose the publication format and channel.</p>	
<p>2. Ethical principles Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Code of Ethics.</p>	<p>Relevant legislation Ordinance with instructions for the Ethics Review Authority (SFS 2018:1879) (SWE) In Sweden, certain types of research must, by law, undergo ethical review before the research is allowed to start. The review is carried out by the Swedish Ethical Review Authority.</p> <p>The Act concerning the Ethical Review of Research Involving Humans (2003:460) (SWE) The purpose of the Act is to protect both the individual, and the respect for human dignity in research. Balancing risks and knowledge gains are two factors which must be included in the ethical review.</p> <p>The Animal Welfare Act (1988:534) (SWE) The Act sets rules relative to the care and treatment of domestic animals. It also applies to other animals if they are kept in captivity or are used for scientific purposes.</p> <p>Higher Education Ordinance (1993:100) Chapter 1, section 16 A higher education institution that receives a complaint or becomes aware in some other way of suspected misconduct in research, artistic research or development work at the higher education institution shall investigate the suspicions.</p> <p>Government Bill: New order for promote good practice and manage misconduct in research (2018/19:58) (SWE) (FOLLOW UP, new legislation from January 1, 2020.</p>	

	<p>Declaration of Helsinki Ethical principles for medical involving human subjects.</p> <p>National and European resources Codex is operated by the Swedish Research Council with the aim to give researchers and other interested parties access to and information on the guidelines, ethics codes and laws that regulate and place ethical demands on the research process.</p> <p>The Swedish Research Council is an agency under the Ministry of Education and Research. It is the primary source for research funding and is thereby a strong driving force of Swedish research quality and ensuring compliance to legal and ethical obligations.</p> <p>ALLEA: The European Code of Conduct for Research Integrity</p> <p>Organisational regulation Strategic Plan 2017 – 2026 (STYR 2017/812) Research shall be conducted in dynamic and well-organised environments and on an ethical basis.</p> <p>Regulations on the handling of matters relating to suspected misconduct in research, artistic research or development work at Lund University (STYR 2018/760) FOLLOW UP, new legislation from January 1, 2020.</p> <p>Regulations regarding animal-based research outside Sweden’s borders for researchers at Lund University (STYR 2015/742)</p> <p><i>The development of a mandatory research ethics course for all doctoral students (STYR 2018/1024)</i> A Vice-Chancellor decision, the courses start from 1 January 2021. FOLLOW UP, will be included “Regulations for doctoral education at Lund University (STYR 2018/562)”, autumn 2019</p>	
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	<p>Organisational resources Lund University Ethics Council (SWE) The Ethics Council works to increase understanding of the importance of an ethical approach in Lund University's activities. Its purpose is to stimulate discussion and debate on ethical issues, and to promote knowledge development in the field of ethics.</p> <p>Ethics support function for researchers</p>	
<p>3. Professional responsibility Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) § 3a In the course of their operations, higher education institutions shall uphold academic credibility and good research practice.</p> <p>The Higher Education Ordinance (1993:100) Section 16: Responsibility to investigate suspected misconduct in research, artistic research or development work at the institution.</p> <p>Organisational regulation Regulations on the handling of matters relating to suspected misconduct in research, artistic research or development work at Lund University (STYR 2018/760) FOLLOW UP, new legislation from January 1, 2020.</p> <p>Guidelines and regulations on plagiarism and deceitful plagiarism in first-, second- and third-cycle education at Lund University (LS 2010/722) Third-cycle education is the doctoral education.</p> <p>Lund University's regulation on secondary employment (STYR 2018/2104). The secondary employment may not compromise the credibility, scope or quality of the public authority's activities.</p> <p>Policy on financial conflicts of interest related to research funded by the United States (STYR 2017/752) Reporting and management of significant financial interest in relation to research activity within employment.</p>	

	<p>Strategic Plan 2017 – 2026 (STYR 2017/812) Lund University shall work to develop active and responsible collegiality.</p> <p>Co-authorship: Lund University strives to follow the recommendation in the Vancouver Convention and Allea – The European Code of Conduct for Research Integrity as regards co-authorship.</p> <p>Organisational Resources Lund University Ethics Council (SWE) The purpose of the council is to stimulate discussion and debate on ethical issues, and to promote knowledge development in the field of ethics.</p> <p>Ethics support function for researchers</p> <p>Regulations on the establishment of research representatives at Lund University (STYR 2019/785) Publicly funded universities and higher education institutions are to promote their employees’ opportunities to obtain advice and support on matters concerning good practice and deviations from such practice.</p> <p>Research ethics Web-based information on ethical guidelines and laws affecting the research process.</p>	
<p>4. Professional attitude Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisors when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>	<p>Relevant legislation The Swedish legislation embraces ethical aspects in a number of laws and regulations, referred to in this document under each paragraph, and thus set the frames for each researcher’s personal accountability. Examples are:</p> <p>The Act (2003:460) concerning the Ethics review of research involving humans (SWE)</p> <p>The General Data Protection Regulation (2018:218) (SWE)</p> <p>Patient Data Act (2008:355) (SWE)</p> <p>Medicines Act (2015:315) (SWE)</p>	

	<p>The Act (2002:297) on biobanks in the health service (SWE)</p> <p>The Swedish Radiation Safety Authority (SWE)</p> <p>Organisational regulation Strategic Plan 2017 – 2026 (STYR 2017/812)</p> <p>Rules of procedure for Lund University (STYR 2019/907)</p> <p>Organisational Resources Management and Leadership development Professional development for those in management and leadership positions at Lund University is offered in the form of a number of courses and programmes.</p> <p>Research Services A support function available for researchers, administrators and management.</p>	
<p>5. Contractual and legal obligations Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</p>	<p>Relevant legislation Act (1960:729) on Copyright in Literary and Artistic Work (SWE)</p> <p>The Patent Act (1967:837) (SWE)</p> <p>Act (1949:345) on the Right to Employee Inventions (SWE)</p> <p>Design Protection Act (1970:485) (SWE)</p> <p>The Trademark Act (2010:1877) (SWE)</p> <p>The Trade Names Act (1974:156) (SWE)</p> <p>Act (1992:1685) on the protection of topographies of semiconductor products (SWE)</p> <p>The Plant Breeder’s Rights Act (1997:306) (SWE)</p>	

	<p>The Names Act (1982:670) (SWE)</p> <p>The Swedish Higher Education Act (1992:1434),Chapter 1 §6</p> <p>Organisational regulation Lund University’s regulation on secondary employment (STYR 2018/2104) The secondary employment is not to be such that it might compromise the credibility, scope or quality of the public authority’s activities.</p> <p>Organisational resources Management and Leadership development Professional development for those in management and leadership positions at Lund University is offered in the form of a number of courses and programmes.</p> <p>Personal data and data protection Information pages</p> <p>Data management Information pages</p> <p>Legal counsel A support function available for researchers</p> <p>Research Services A support function available for researchers, administrators and management</p> <p>University Library Research Support A support function available for researchers</p>	
<p>6. Accountability Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) § 4</p>	

<p>grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.</p> <p>Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</p>	<p>The operations of higher education institutions shall be arranged to ensure that high standards are attained in courses and study programmes and in research.</p> <p>Ordinance (2007:603) on Internal Control (SWE)</p> <p>Internal Audit Ordinance (2006:122), 1 and 2 §§ (SWE)</p> <p>Government Bill: New order to promote good practice and manage misconduct in research (2018/19:58) (SWE) FOLLOW UP, new legislation from January 1, 2020.</p> <p>Organisational regulation Rules of procedure for Lund University (STYR 2019/907)</p> <p>Regulations on the handling of matters relating to suspected misconduct in research, artistic research or development work at Lund University (STYR 2018/760) FOLLOW UP, new legislation from January 1, 2020</p> <p>Lund University's regulation on secondary employment (STYR 2018/2104). The secondary employment may not compromise the credibility, scope or quality of the public authority's activities.</p> <p>Policy on financial conflicts of interest related to research funded by the United States (STYR 2017/752) Reporting and management of significant financial interest in relation to research activity within employment.</p> <p><i>The development of a mandatory research ethics course for all doctoral students (STYR 2018/1024)</i> A Vice-Chancellor decision, the courses start from 1 January 2021. FOLLOW UP, will be included in "Regulations for doctoral education at Lund University STYR 2018/5622" in autumn 2019</p> <p>Policy on open access publication at Lund University (LS 2013/729)</p>	
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	<p>Organisational resources Personal data and data protection Information pages</p> <p>Data management Information pages</p> <p>Management and leadership development Professional development for those in management and leadership positions at Lund University is offered in the form of a number of courses and programmes</p>	
<p>7. Good practice in research Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>	<p>Relevant legislation Work Environment Act (1977:1160) (SWE) Comprise general provisions regarding work environment. A fundamental principle is that work should be adapted to the physical and psychological situation of the employee. The Act also regulates co-operation between employer and employee.</p> <p>The General Data Protection Regulation (2018:218) (SWE)</p> <p>Archives Act (1990:782) (SWE)</p> <p>Public Access to Information and Secrecy Act (2009:400) (SWE)</p> <p>Organisational regulation Policy on open access publication at Lund University (LS 2013/729)</p> <p><u>Co-atorship</u>: Lund University strives to follow the recommendation in the Vancouver Convention and Allea – The European Code of Conduct for Research Integrity as regards co-authorship.</p> <p>Organisational Resources Personal data and data protection Information pages</p> <p>Data management</p>	

	Information pages	
<p>8. Dissemination, exploitation of results All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) Chapter 1, §§ 2 and 3 The role of the universities shall include conducting third stream activities and providing information about their operations, as well as taking actions to ensure that benefit is derived from research findings at the university.</p> <p>Organisational regulation Strategic Plan 2017 – 2026 (STYR 2017812) Research findings shall be made openly accessible.</p> <p>Research Strategy 2017-2021 (F2016/223) To take on present and future challenges and contribute to a strong innovation environment with links to companies and to public healthcare and other public sector organisations.</p> <p>Policy on open access publication at Lund University (LS 2013/729)</p> <p>Lund University’s regulation on secondary employment (STYR 2018/2104)</p> <p>Organisational Resources Research Portal Database with researchers, research outputs (e.g. publications), projects, infrastructures and units at Lund University</p> <p>LU Innovation LU Innovation provides support to students and researchers with business ideas and research findings that can be converted into innovations.</p> <p>Legal counsel A legal support function available for researchers</p>	
<p>9. Public engagement Researchers should ensure that their research activities are made known to society at large in such a way that they</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) Ch 1, §§ 2 and 3</p>	

<p>can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>	<p>The role of the universities shall include conducting third stream activities and providing information about their operations, as well as taking actions to ensure that benefit is derived from research findings at the university.</p> <p>Organisational regulation Strategic Plan 2017 – 2026 (STYR 2017812) Active collaboration with the public sector, cultural sector, community life, business and industry and alumni shall be further developed and facilitated.</p> <p>Lund University's regulation on secondary employment (STYR 2018/2104) These rules exist to increase the University teaching staff's opportunities for external engagement to the benefit of society.</p> <p>Organisational resources Research Portal Database with researchers, research outputs (e.g. publications), projects, infrastructures and units at Lund University</p> <p>External engagement council (SWE) A forum for identification and development of collaborations and engagement outside the university</p> <p>Communicate your research Webpages with advice on how to Communicate your research to wider society.</p>	
<p>10. Non discrimination Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</p>	<p>Relevant legislation The Discrimination Act (2008:567) (SWE) The Act's purpose is to counteract discrimination and in other ways promote equal rights and opportunities regardless of sex, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The Discrimination Ombudsman is a government agency that promote equal rights and opportunities and combat discrimination.</p> <p>The Swedish Secretariat for Gender Research (SWE) is a central actor in the area of gender research and gender equality since 1998, carrying out assignment on behalf of several national, Nordic and European actors. The</p>	

	<p>secretariat is commissioned by the Swedish government to support all state funded higher education institutions in their gender mainstreaming efforts 2016-2019.</p> <p>Organisational regulation Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>New procedure to increase gender equality in the recruitment of professors (STYR 2016/1133) Aims to ensure as far as possible that, when recruiting a professor, there are competent applicants of both sexes before a case goes on to external experts.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 6: To develop the active preventive and systematic management of gender equality and equal opportunities issues.</p> <p>Organisational resources Handling and investigating cases of harassment and sexual harassment In addition to the Discrimination Act, this support material is based on recommendation from the Equality Ombudsman.</p>	
<p>11. Evaluation/ appraisal systems Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results,</p>	<p>Relevant legislation Internal Audit Ordinance (2006:122), 1 and 2 §§ (SWE) Ordinance (2007:603) on Internal Control (SWE) The Swedish Higher Education Authority (UKÄ)</p> <ul style="list-style-type: none"> - UKÄ performs evaluation of the quality of education, including third-cycle education, in accordance with the national system for quality assurance of higher education. - Higher education institutions are required to have systematic quality assurance processes. UKÄ is responsible for assessing these. 	

<p>e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.</p>	<p>National resources The Swedish Research Council is an agency within the Ministry of Education and Research. It has a leading role in developing Swedish research of the highest scientific quality and conducts various types of evaluations of research, both evaluations of research topics and evaluations of governmental initiated research efforts. Focus of the evaluation are set on the scientific quality, though aspects such as strategic management at the university level and research impact may occur.</p> <p>The Association of Swedish Higher Education Institutions (SUHF)</p> <p>Organisational regulation Decision on staff appraisals (PE 2013/750) The staff appraisals is an annual structured work-related dialogue between the line manager and the employee, which provides an opportunity for planning the following year, and a transparent and predictable assessment for the previous year. At the staff appraisal, the individual's goals and need for professional development are to be specified. These are to be linked to the goals of the organisation.</p> <p>Policy for quality assurance and quality enhancement of education at Lund University (STYR 2016/179) The policy describes Lund University's coherent system for quality assurance and quality enhancement of the University's courses and study programmes.</p> <p>RQ20 – Research quality evaluation (SWE) A vice-chancellor decision (STYR2019/335) on a self-initiated university-wide research quality evaluation based on self-evaluations. It will involve around 5 000 members of staff, external panels. RQ20 blog with information, document, project organisation etc.</p>	
Recruitment and Selection		
<p>12. Recruitment Employers and/or funders should ensure that the entry and admission standards</p>	<p>Relevant legislation The Instrument of Government Ch 11, Sec 9</p>	

<p>for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>	<p>When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account.</p> <p>The Public Employment Act (1994:260) (SWE) The Public Employment Act Section 4: When making appointments only objective factors such as service merits and competence shall be taken into account. Competence shall be a primary consideration, unless specific reasons otherwise exists.</p> <p>The Swedish Higher Education Act (1992:1434)</p> <p>The Higher Education Ordinance (1993:100)</p> <p>The Discrimination Act (2008:567) (SWE)</p> <p>Act (1976:580) on co-determination at Work § 8 (SWE)</p> <p>Ordinance (1984:819) on State registrations (SWE)</p> <p>Organisational regulation Strategic plan (STYR 2017/812) Education and research are to be intertwined. Diversity in education and research shall be reinforced through widening participation.</p> <p>Lund University Appointment Rules (STYR 2019/1077) 3.1 Academic staff at Lund University refers to:</p> <ul style="list-style-type: none"> ○ professor ○ visiting professor ○ adjunct professor ○ post-retirement professor ○ senior lectures ○ adjunct senior lectures ○ associate senior lectures ○ Postdoc ○ Lectures, and ○ adjunct lectures 	
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	<p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff</p> <p>This recruitment procedure applies to the recruitment of research staff who are appointed in accordance with the Swedish Employment Protection Act. It refers to researchers not involved in teaching.</p> <p>Regulations on the procedure preceding the Vice-Chancellor's decision to nominate an individual for appointment as professor (STYR 2015/137)</p> <p>The nomination procedure is to be used restrictively and aims to facilitate and speed up the recruitment of prominent international researchers. The procedure is to be used as a tool for strategic recruitments. The nomination procedure should also be used as a strategic instrument for attaining a more equal gender distribution.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>New procedure to increase gender equality in the recruitment of professors (STYR 2016/1133)</p> <p>Aims to ensure as far as possible that, when recruiting a professor, there are competent applicants of both sexes before a case goes on to external experts.</p> <p>Admission rules for doctoral education at Lund University (STYR 2017/409)</p> <p>3. Funding for doctoral education. At Lund University, doctoral studentship are the primary method of funding doctoral education.</p> <p>5. Admission requirements The general admission requirements for doctoral education according to Ch. 7 Sec. 39 HEO are:</p> <ul style="list-style-type: none"> ○ a second-cycle degree ○ completed course requirements of at least 240 credits, of which at least 60 credits were awarded in the second cycle, or ○ substantially equivalent knowledge obtained in some other way in Sweden or abroad 	
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	<p>6. Selection Selection from among applicants who meet the general admission requirements shall be made on the basis of their ability to benefit from the programme. The University decides what assessment criteria shall be made on the basis of their ability to benefit from the programme.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p>	
<p>13. Recruitment (Code) Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100) According to the Higher Education Ordinance (SFS 2010:1064) Ch 2, § 2, the University Board shall set employment regulations that the university applies together with the rules of appointment and promotion of teachers.</p> <p>Employment Ordinance (SFS 1994:373) (SWE)</p> <p>The Freedom of Press Act (1949:105) Chapter 2.</p> <p>The Public Employment Act (1994:260) § 4 (SWE)</p> <p>The Discrimination Act (2008:567) (SWE)</p> <p>Organisational regulation Lund University Appointment Rules (STYR 2019/1077) 2. General principles and rules on recruitment and appointments. Processes linked to appointments and promotion shall observe principles and rules regarding equal treatment, objectivity and transparency. In decisions on appointments, consideration is only to be given to objective grounds, such as merit and expertise, and in preparation issues concerning conflict of interest are to be carefully considered.</p>	

	<p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff See point above.</p> <p>Admission rules for doctoral education at Lund University (STYR 2017/409) The Higher Education Ordinance stipulates that higher education institutions shall ensure that an individual who intends to begin a programme of study has access to the information about the programme that is necessary (Ch. 6 Section 3 HEO). Good, clear and comprehensive information about the programme and the admissions process shall be readily available on the university website.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p> <p>Organisational resources Varbi – Work at Lund University All types of employments at Lund University are handled through the web-based recruitment system Varbi. In the recruitment system, we use templates for the advertisements to ensure a uniform appearance. The system makes the recruitment procedures open and efficient.</p>	
<p>14. Selection (Code) Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) The Higher Education Ordinance (1993:100)</p> <p>Organisational regulation Rules of procedure for Lund University (STYR 2019/907) 5. Student influence at Lund University</p>	

<p>from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.</p>	<p>Students at Lund University shall have the right to appoint representatives to preparatory and decision-making bodies and shall be represented in the processing of human resources matters that are regulated in the appointment rules.</p> <p>Lund University Appointment Rules (STYR 2019/1077)</p> <p>5.2 Preparatory bodies Each faculty is to have at least one academic appointments board.</p> <p>5.3.2 External experts assessments and statements At Lund University there is a stipulation that external expert assessment concerning an applicant's expertise is to be obtained from at least one external expert if it comes to:</p> <ul style="list-style-type: none"> • appointment of a professor (including an adjunct professor and a visiting professor whose expertise has not already been proven), • appointment of a senior lecturer, • appointment of an associate lecturer, • promotion to employment as professor, and • promotion to employment as senior lecturer. <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff</p> <p>The focus shall be on merit and skill and candidates are primarily selected who fulfil the requirements in the vacancy announcement. It is good if the whole recruitment group (recruiting manager, HR officer and possible specialist) reads and assesses the applications.</p> <p>Admission rules for doctoral education at Lund University (STYR 2017/409)</p> <p>6. Selection Selection from among applicants who meet the general admission requirements shall be made on the basis of their ability to benefit from the programme. The university decides what assessments criteria shall be used in determining the ability to benefit from the programme (Ch. 7 Sec. 41, 1-2 §, HEO).</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p>	
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	<p>Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p>	
<p>15. Transparency (Code) Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434) The Higher Education Ordinance (1993:100) According to the Higher Education Ordinance (SFS 2010:1064) Ch 2, § 2, point 9, the University Board shall set employment regulations that the university applies together with the rules of appointment and promotion of teachers. Employment Ordinance (SFS 1994:373) (SWE) Ordinance (1984:819) on State registrations (SWE) Public Access to Information and Secrecy Act (2009:400) (SWE) Organisational regulation Lund University Appointment Rules (STYR 2019/1077) 5. Recruitment process and preparation of appointment and promotion matters. Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff The job description is the basis for the vacancy announcement and is a guide for the entire recruitment process. Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p> <p>Organisational resources</p>	

	<p>Varbi – Work at Lund University</p> <p>All types of employments at Lund University are handled through the web-based recruitment system Varbi. In the recruitment system, we use templates for the advertisements to ensure a uniform appearance. The system makes the recruitment procedures open and efficient, directly connected to LU websites.</p> <p>Anyone is entitled to request documents and applications from all recruitment processes, including expert assessments and decision protocol, in accordance with Swedish legislation.</p> <p>All employment decisions are publicly available at Lund University.</p>	
<p>16. Judging merit (Code)</p> <p>The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge, transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or <u>inventions</u>.</p>	<p>Relevant legislation</p> <p>The Instrument of Government</p> <p>The Public Employment Act (1994:260) § 4 (SWE)</p> <p>The Higher Education Ordinance (1993:100)</p> <p>Organisational regulation</p> <p>Lund University Appointment Rules (STYR 2019/1077)</p> <p>5.1 The appointment’s specialisation, person specification and information on vacancies (vacancy announcement)</p> <p>The preparatory process shall follow the same rules in appointment and promotion matters.</p> <p>Decisions on publishing a vacancy announcement shall be based on strategic and overall planning regarding recruitment and talent management. Once a recruitment need has been established, a decision shall be made on the position’s specialisation, person specification and on vacancy announcement.</p> <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff</p> <p>The selection of a candidate should be based on what is stated in the job description and vacancy announcement. It is important to define which qualifications are required and which are desirable.</p>	

	<p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p>	
<p>17. Variations in the chronological order of CVs (Code) Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.</p>	<p>Relevant legislation The Instrument of Government Ch 12, § 5</p> <p>The Public Employment Act (1994:260) § 4. (SWE) For employment attention shall be paid only to objective factors such as merit and skills. Skills must be foremost, unless there are specific reasons for doing otherwise.</p> <p>Employment Ordinance (SFS 1994:373) (SWE)</p> <p>Organisational resources Varbi – Work at Lund University In the recruitment system Varbi there are standardised forms to use for the applicants, however applicants have the possibility to submit their own applications and CV's, leaving them great freedom to express their experience in their own way.</p>	
<p>18. Recognition of mobility experience (Code) Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.</p>	<p>Relevant legislation The Instrument of Government Ch 12, § 5</p> <p>The Public Employment Act (1994:260) § 4 : (SWE) For employment attention shall be paid only to objective factors such as merit and skill. Skills must be foremost, unless there are specific reasons for doing otherwise.</p> <p>Employment Ordinance (SFS 1994:373) (SWE) 4-5 §§: Assessments grounds for employment. 6-8 §§: Procedures for employment.</p> <p>Organisational regulation</p>	

	<p>Strategic plan (STYR 2017/812) Continued development as an international university</p> <ul style="list-style-type: none"> • There shall be good opportunities for international mobility for students and staff. • The University shall be attractive to international students and staff. • The University shall have strategically supported international partnership and take an active part in influential networks, such as LERU and U21. <p>Lund University Appointment Rules (STYR 2019/1077) 5.1 The appointment’s specialisation, person specification and information on vacancies (vacancy announcement). In order to promote gender equality and diversity and to facilitate mobility and recruitment of international expertise positions shall as a rule be advertised internationally.</p> <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff See above.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency. Principle 7: To develop Lund University as an international higher education institution, and ensure that there is an international perspective in all activities and that the University is attractive to and inclusive of international employees.</p>	
<p>19. Recognition of qualifications (Code) Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal qualifications, of all</p>	<p>Relevant legislation The Instrument of Government Ch 12, § 5 and The Public Employment Act (1994:260) § 4 : (SWE) For employment attention shall be paid only to objective factors such as merit and skills. Skills must be foremost, unless there are specific reasons for doing otherwise.</p>	

<p>researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.</p>	<p>The Higher Education Ordinance (1993:100) According to the Higher Education Ordinance (SFS 2010:164) Ch 2, § 2, the University Board shall set employment regulations that the university applies together with the rules of appointment and promotion of teachers.</p> <p>Organisational regulation Lund University Appointment Rules (STYR 2019/1077) 4. Qualification requirements, assessment criteria and training in teaching and learning in higher education.</p> <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff It is important to define which qualifications are required and which are desirable. To avoid the risk of discrimination, it is also important to think about whether the requirements are objectively based on the work duties.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 2: To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p>	
<p>20. Seniority (Code) The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.</p>	<p>Relevant legislation The Instrument of Government, Ch 11, § 9 The Public Employment Act (1994:260) § 4 (SWE) The Swedish Higher Education Act (1992:1434) Collective Agreement for Post doc positions (SWE) The Discrimination Act (2008:567) (SWE)</p> <p>Organisational regulation Lund University Appointment Rules (STYR 2019/1077)</p>	

	<p>4.3 Qualification requirements, assessments criteria and conditions for different teaching positions.</p> <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff</p> <p>It is important to define which qualifications are required and which are desirable. To avoid the risk of discrimination, it is also important to think about whether the requirements are objectively based on the work duties.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>3. Recruitment and promotion</p> <p>Assessments based on skills and experience shall form the basis for recruitment and promotion and entail strategic human resources planning with active gender equality targets.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 2:</p> <p>To develop the work on recruitment, and to ensure that all recruitment processes carefully take account of principles and rules on equal treatment, objectivity and transparency.</p>	
<p>21. Postdoctoral appointments (Code)</p> <p>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional</p>	<p>Relevant legislation</p> <p>Employment Protection Act (1982:80) LAS § 5 (SWE)</p> <p>Collective Agreement for Post doc positions (SWE)</p> <p>Organisational regulation</p> <p>Lund University Appointment Rules (STYR 2019/1077)</p> <p>4.3.8 Postdoc</p> <p>According to the collective agreement postdoc refers to an employee who primarily conducts research. Teaching may also be included in the duties, but only up to a maximum of one-fifth of working hours.</p> <p>Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff</p>	

<p>development opportunities for a research career in the context of long-term career prospects.</p>	<p>See above.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 3: To use career development positions – in particular associate senior lecturer positions, but also postdoctoral positions – to a large extent, and as a clear step in a coherent academic careers system.</p> <p>Principle 4: To reduce the use of researcher positions significantly with the aim of avoiding them as far as possible, in particular researcher positions for an indefinite term and part-time researcher positions with a low number of working hours.</p>	
<p>Working Conditions and Social Security</p>		
<p>22. Recognition of the profession All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).</p>	<p>Relevant legislation The Swedish Higher Education Act (1992:1434)</p> <p>Collective agreement (SWE)</p> <p>Organisational regulation Lund University Appointment Rules (STYR 2019/1077)</p> <p>1. Introduction Lund University’s strategic plan for 2017-2026 is based on fundamental academic values such as autonomy and academic freedom. The plan states that education and research are to strive for the highest quality and to be intertwined.</p> <p>Local agreement on working hours for teaching staff at Lund University The working hours for teaching staff are to be arranged in such way as to enable high quality education and research and to allow the organisation to develop and change according to its needs and the demands placed on it. The present agreement also aims to create good working conditions for the University’s teaching staff.</p>	

	<p>Local collective agreement on working hours for associate senior lectures (PE 2013/363) Supplement to the above agreement.</p> <p>Admission rules for doctoral education at Lund University (STYR 2017/409) 3.1.1. At Lund University, doctoral studentship are used as the primary form of funding for doctoral education, but use of external scholarship is also permitted – i.e scholarships established by an organisation other than Lund University.</p>	
<p>23. Research environment Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.</p>	<p>Relevant legislation The Work Environment Act (SFS 1977:1160) (SWE) The Work Environment Ordinance (SFS 1977:1166) (SWE) The Discrimination Act (2008:567) (SWE) Social Insurance Act (SFS 2010:110) (SWE) Flammable and Explosive Goods Act (SFS 2010:1011) (SWE) Flammable and Explosive Goods Ordinance (SFS 2010:1075) (SWE) Protection against Accidents Act (SFS 2003:778) (SWE) Protection against Accident Ordinance (SFS 2003:789) (SWE) The Environment Code (SFS 1988:808) (SWE) Parental Leave Act (SFS 195:584) (SWE)</p> <p>Organisational regulation Strategic plan (STYR 2017/812) Education and research are to be intertwined Research shall be conducted in dynamic and well-organised environments and on an ethical basis. It shall be founded on critical thinking and reflection</p>	

	<p>while allowing risks to be taken. Research findings shall be made openly accessible.</p> <p>Achieving the quality goals in education and research requires infrastructure and a support organisation which are fit for purpose.</p> <p>Research Strategy Lund University (STYR 2016/223)</p> <p>Lund University is to promote risk-taking and multidisciplinary research of the highest quality. While research within the University should contribute to solutions to global challenges facing contemporary society, the basic principles of academic freedom and the importance of fundamental research must be emphasized.</p> <p>Our researchers should work in an environment optimal for creative and ground-breaking research in all fields.</p> <p>Work Environment Policy for Lund University (STYR 2018/2030)</p> <p>Organisational resources</p> <p>Work environment</p> <p>The objective of Lund University's work environment management is to create an environment that you find rewarding and stimulating.</p> <p>Consideration of the work environment and safety is to be integrated into everything we do and form a natural part of all operational planning.</p> <p>Support in the research process</p>	
<p>24. Working conditions</p> <p>Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men</p>	<p>Relevant legislation</p> <p>The Work Environment Act (SFS 1977:1160) (SWE)</p> <p>The purpose of this Act is to prevent occupational illness and accidents and to otherwise ensure a good work environment.</p> <p>The Work Environment Ordinance (SFS 1977:1166) (SWE)</p> <p>The Discrimination Act (2008:567) (SWE)</p> <p>The Public Employment Act (1994:260) (SWE)</p> <p>Regulates the employment for most of those working in government service and in the municipality and county council.</p>	

<p>researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i>, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.</p>	<p>Social Insurance Act (SFS 2010:110) (SWE)</p> <p>Flammable and Explosive Goods Ordinance (SFS 2010:1075) (SWE)</p> <p>Protection against Accidents Act (SFS 2003:778) (SWE)</p> <p>Protection against Accident Ordinance (SFS 2003:789) (SWE)</p> <p>The Environment Code (SFS 1988:808) (SWE)</p> <p>Parental Leave Act (SFS 195:584) (SWE)</p> <p>Organisational regulation Local agreement on working hours for teaching staff at Lund University Management at all levels, employed teaching staff, other staff and the employee organisations share the task of achieving a favourable work situation and a good work environment.</p> <p>Local collective agreement on working hours for associate senior lectures (PE 2013/363) Supplement to the above agreement.</p> <p>Working hours Technical and administrative staff are normally covered by the flexible time agreement and get a day off on ‘squeeze days’ between a public holiday and a weekend. Working hours are also reduced on the day before certain public holidays. For teaching staff, see above.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 7:</p>	
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	<p>To develop Lund University as an international higher education institution, and ensure that there is an international perspective in all activities and that the University is attractive to and inclusive of international employees.</p> <p>Organisational resources Handling and investigating cases of harassment and sexual harassment In addition to the Discrimination Act, this support material is based on recommendation from the Equality Ombudsman.</p> <p>Occupational Health Service All employees and scholar-ship holders can (anonymity possible) turn to the Occupational Health Service at the University for work-related medical, psychological and ergonomic advice.</p> <p>Benefits at Lund University Gym membership reimbursement, the health promotion hour, debit cards, glasses for computer work and partial reimbursement of healthcare and medication costs.</p>	
<p>25. Stability and permanence of employment Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i>.</p>	<p>Relevant legislation Employment Protection Act (SFS 1982:80) § 5 a (SWE) Employment contracts are of indefinite duration. Contracts for temporary employment are allowed in the cases listed below:</p> <ul style="list-style-type: none"> • General temporary-term (maximum two years) • Substitute • Seasonal work • Employees from age 67 <p>A new tenure track position is now included in: The Higher Education Ordinance (1993:100)</p> <p>Employment Regulation (1994:373) (SWE)</p> <p>Act (2002:293) prohibiting discrimination against part-time workers and workers with fixed-time contracts (SWE)</p> <p>The Swedish Higher Education Act (1992:1434)</p>	

	<p>The Public Employment Act (1994:260) Section 4 (SWE)</p> <p>Organisational regulation Following Swedish legislation. After two years of temporary employments the employment becomes permanent</p>	
<p>26. Funding and salaries Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</p>	<p>Relevant legislation National collective agreements exists between employees and the unions that ensures researchers receive a contractual salary and equitable social security provisions. Swedish Agency for Government employers (SWE)</p> <p>Employment Protection Act (1982:80) (SWE) After two years of fixed-term employment, employees become permanent employees, with the exception of certain positions e.g. within artistic activities.</p> <p>Adjustment agreement (SWE) The Adjustment agreement is a benefit for employees who are made redundant. It also applies in certain cases to people whose fixed-term employment comes to an end.</p> <p>National resources The Social insurance system is an important part of the Swedish security system. Swedish social insurance covers almost everyone who lives or works in Sweden. It provides financial protection for families and children, people with disabilities and illness, work injury and old age. For those not covered by the social insurance system, Lund University provides insurance through Kammarkollegiet. Through Sweden's membership in the EU, citizens have the right to social security benefits in other EU countries.</p> <p>The Swedish Pension Agency's assignment is to administer and disburse the national pension, but also to provide both general and individual information about pension.</p>	

	<p>Possibility to unemployment benefits through Swedish Public Employment Service and Unemployment Insurance Funds.</p> <p>Organisational regulation Admission rules for doctoral education at Lund University (STYR 2017/409) 3. At Lund University, doctoral studentship (employment) are primary method of funding doctoral education. 3.1. Alternative funding such as scholarship, supplementary scholarship or funding in the form of employment with other employer.</p> <p>Salary-setting-factors Salary-setting is to be results-based, which means that it is influenced by your results and their significance for the University. Salary-setting is also to be based on the individual – making it worthwhile for employees to improve their performance and develop in their work.</p> <p>Local agreement on salary-setting for doctoral students (F85 4974/2006) (SWE) Salary-setting is to be designed so that</p> <ul style="list-style-type: none"> ○ third cycle education becomes a competitive alternative to professional activity outside higher education for an individual immediately after completing first and second cycle ○ it fosters a good completion rate in research studies ○ it promotes the recruitment of suitable people to research studies ○ the various needs of different faculties are met <p>Salary analysis is conducted annually to ensure equal pay for women and men, but also to ensure that the salaries are not unduly biased.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 3: To use career development positions – in particular associate senior lecturer, but also postdoctoral – to a large extent, and as clear in a coherent academic careers system.</p>	
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<p>27. Gender balance Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.</p>	<p>Relevant legislation The Discrimination Act (2008:567) (SWE)</p> <p>The Swedish Higher Education Act (1992:1434) The Higher Education Act states that higher education institutions should always observe and promote gender equality.</p> <p>The Higher Education Ordinance (1993:100) If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary. For the appointment of a professor (including adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise. When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.</p> <p>National resources The Swedish Secretariat for Gender Research is a central actor of gender research and gender equality since 1998, carrying out assignments on behalf of several national, Nordic and European actors. The secretariat is commissioned by the Swedish government to support all state-funded higher education institutions in their gender mainstreaming efforts 2016-2019.</p> <p>Organisational regulation Strategic plan (STYR 2017/812) The organisation shall be characterised by a good work environment, gender equality and the ability to ensure equal opportunities for both students and staff.</p> <p>Work Environment Policy for Lund University (STYR 2018/2030)</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p>	
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	<p>Lund University Appointment Rules (STYR 2019/1077)</p> <p>1.Introduction The organisation is to be characterised by a good work environment, gender equality and an ability to ensure equal treatment for both students and staff.</p> <p>2.General principles and rules on recruitment and appointments Processes linked to appointments and promotion shall observe principles and rules regarding equal treatment, objectivity and transparency.</p> <p>5.Recruitment process and preparation of appointment and promotion matters</p> <p>5.1 The subject of the appointment shall be clearly stated and defined, based on the recruitment targets and gender equality and equal treatments plans. In order for the University to achieve an equal gender balance and increased diversity, the position’s specialisation should be broadly and sufficiently generally defined.</p> <p>New procedure to increase gender equality in the recruitment of professors (STYR 2016/1133)</p> <p>Aims to ensure as far as possible that, when recruiting a professor, there are competent applicants of both sexes before a case goes on to external experts.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 6: To develop the active preventive and systematic management of gender equality and equal treatment issues.</p> <p>Organisational resources</p> <p>Gender equalities and equal opportunities</p> <p>Equal and diversity are basic principles for all parts of Lund University. In accordance with the Discrimination Act, Lund University works to promote a discrimination free work and study environment. The systematic preventive work against discrimination is ongoing throughout the University, with the aid of templates and a board game to help getting started.</p> <p>Handling and investigating cases of harassment and sexual harassment</p>	
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	<p>When employment or promotion of professor shall report in the presentation of gender distribution at departmental level per category of employment (professor, visiting professor and adjunct professor)</p> <p>Percentage of women 2018:</p> <ul style="list-style-type: none"> • Professors 28 % • Senior lectures 40 % • Associate senior lectures and postdoctoral fellows 43 % • Lectures 54 % • Researchers 39 % • Doctoral students 48 % 	
<p>28. Career development Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100) Individual study plans Section 29 (SWE) All doctoral students have their own individual study plan. The plan shall contain the undertakings made by the doctoral students and the higher education institution, and a timetable for the doctoral student's study program. The plan shall be adopted after consultation with the doctoral student and his or her supervisors. The individual study plan shall be reviewed annually and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in the trade union or student or parental leave. Ordinance (2010:1064).</p> <p>Organisational regulation Strategic plan (STYR 2017/812) Clear career paths shall be ensured and the University shall work strategically with recruitment.</p> <p>Decision on staff appraisals (PE 2013/750) The staff appraisal is an annual structured work-related dialogue between the line manager and the employee, which provides an opportunity for</p>	

	<p>planning the following year, and a transparent and predictable assessment of the previous year.</p> <p>At the staff appraisal, the individual's goals and need for professional development are to be specified. These are to be linked to the goals of the organisation.</p> <p>Regulations for doctoral education at Lund University (STYR 2018/562)</p> <p>7. An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the student and the higher education institution and a timetable for the student's studies. The plan shall be adopted after consultation with the doctoral student and his or her supervisor.</p> <p>Lund University Appointment Rules (STYR 2019/1077)</p> <p>6.Promotion</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 1: To develop the strategic, long-term and proactive work on good and clear career paths, recruitment and talent management at all levels of the organisation.</p> <p>Principle 3: To use career development positions – in particular associate senior lecturer positions, but also postdoctoral – to a large extent, and as a clear step in a coherent academic careers system.</p> <p>Principle 5: To develop the support for academic qualifications, continuing professional development and career development.</p> <p>Organisational resources</p> <p>Career development for academic staff</p> <p>Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p> <p>International opportunities and partnership</p>	
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	<p>At Lund University, employees have the opportunity to take advantage of the many established networks and contacts to develop new international collaborations.</p> <p>Work at Lund University See web-site for information about being employed at Lund University.</p>	
<p>29. Value of mobility Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.</p>	<p>Relevant legislation Act (1974:981) on employee's right to time-off for studies (SWE) Act (1997:1293) on the right to time-off to conduct business (SWE)</p> <p>Leave for employees in the governmental sector – for employees of authorities subordinated the government are special rules in Ordinance respecting Leave of Absence (1984:111) (SWE) and in collective agreement. (SWE). Ordinance respecting Leave of Absence also includes rules of right to leave for governmental employees during service abroad.</p> <p>Organisational regulation Strategic plan (STYR 2017/812) There shall be good opportunities for international mobility for students and staff. The University shall be attractive to international students and staff. The University shall have strategically supported international partnership and take an active part in influential international network, such as LERU and U21.</p> <p>Lund University Appointment Rules (STYR 2019/1077) 5.1 The appointment's specialisation, person specification and information on vacancies (vacancy announcement). The position's person specification shall clearly present the qualifications requirement and assessment criteria the Appointment Rules prescribe as well as the complementary qualification requirements assessments criteria arising from the organisation's strategic consideration and needs.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p>	

	<p>Principle 5: To develop the support for academic qualifications, continuing professional development and career development.</p> <p>Principle 7: To develop Lund University as an international higher education institution, and ensure that there is an international perspective in all activities and that the University is attractive to and inclusive of international employees.</p> <p>Organisational resources For international staff The internal website for Lund University</p> <p>Work at Lund University Lund University offers an impressive range of high-quality research and education, made possible by our 7,600 staff members and 40,000 students.</p>	
<p>30. Access to career advice Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100)</p> <p>Organisational regulation Local agreement on working hours for teaching staff at Lund University 5. Over a period of several years, each member of teaching staff is to be guaranteed time for individual professional development. This is to be planned and documented in consultation between the employee and the employer and can either be combined to cover extended periods or structured more continuously over the planning period.</p> <p>Local collective agreement on working hours for associate senior lectures (PE 2013/363) Supplement to the above agreement.</p> <p>Decision on staff appraisals (PE 2013/750) The staff appraisal is an annual structured work-related dialogue between the line manager and the employee, which provides an opportunity for planning the following year.</p>	

	<p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076)</p> <p>Principle 1: To develop the strategic, long-term and proactive work on good and clear career paths, recruitment and talent management at all levels of the organisation.</p> <p>Organisational resources Career development for academic staff Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p>	
<p>31. Intellectual Property Rights Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.</p>	<p>Relevant legislation Act (1949:345) on the right to Employee Inventions (SWE) The Swedish Higher Education Act (1992:1434) Principles for handling intellectual property in research agreements by the Association of Swedish Higher Education is recommended as praxis for Swedish Higher Education Institutions.</p> <p>Organisational regulation Lund University's regulation on secondary employment (STYR 2018/2104) Secondary employment is any assignment, employment or other occupation that an employee engages in alongside their regular employment at the University. The main rule is that employees dispose of their leisure time as they wish and that secondary employment is permitted. However, the secondary employment is not to be such that it might compromise the credibility, scope or quality of the public authority's activities.</p> <p>General recommendation on Lund University's right to use copyrighted material (STYR 2015/542) Through its participation in the EU research programme Horizon 2020, Lund University is also required to account for how intellectual property rights are handled in collaboration projects and contract research. The account is to include the University's use of copyrighted material.</p>	

	<p>Policy on open access publication at Lund University (LS 2013/729) Lund University strives to spread knowledge of its research and research findings to a wide audience in accordance with the Berlin Declaration on Open Access. At the same time, the University defends the freedom of the researcher to choose the publication format and channel.</p> <p>Organisational resources Copyright, publication and reproduction Website about copyrights, information about what to consider when publishing, and what rules apply for reproducing (copying).</p> <p>IPR of Academic staff As an employee of Lund University there is a unique privilege – they own the rights to their research results. This is often called “The Professors Privilege” or “Teachers exemption”. With the right to their findings and inventions, they also have the right to commercialize them.</p> <p>Career development for academic staff Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p>	
<p>32. Co-authorship Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of</p>	<p>Relevant legislation There is no Swedish legislation regarding co-authorship in research. Though, as a response to the recommendation of the European Commission, April 2008, on the management of intellectual property in knowledge transfer activities and Code of Conduct for universities and other public research organisations, the Association of Swedish Higher Education has developed recommendations as praxis for Swedish Higher Education Institutions.</p> <p>National resources The Swedish Research Council provides guidelines for Good Research Practice. Rules and guidelines: Codex</p>	

<p>papers, patents, etc, or to publish their own research results independently from their supervisor(s).</p>	<p>Organisational regulation Lund University strives to follow the recommendation in the Vancouver Convention and Allea – The European Code of Conduct for Research Integrity as regards co-authorship. However, there are difference in praxis between the various subject areas in the university.</p> <p>Organisational resources Career development for academic staff Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p>	
<p>33. Teaching Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100) Those appointed to doctoral studentships shall primarily devote themselves to their studies. Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research and administration. Duties of this kind may not comprise more than 20 percent of a full-time post.</p> <p>Organisational regulation Local agreement on working hours for teaching staff at Lund University The working hours for teaching staff are to be arranged in such way as to enable high quality education and research and to allow the organisation to develop and change according to its needs and the demands placed on it. The present agreement also aims to create good working conditions for the University's teaching staff.</p> <p>The starting point for the allocation of the annual working hours for teaching staff is for the organisation to make the most of available resources and to achieve a good balance between the various duties and different categories of teaching staff. Another aim is to achieve a balance in the distribution of the annual working hours over the calendar year.</p> <p>Local collective agreement on working hours for associate senior lectures (PE 2013/363)</p>	

	<p>Supplement to the above agreement.</p> <p>Regulations for doctoral education at Lund University (STYR 2018/562)</p> <p>9. Departmental duties Students on doctoral studentship are expected to devote most of their time to their own studies. Those appointed to doctoral studentship may, however, work to a limited extent with educational tasks, research, artistic development and administration, not more than 20 per cent of full-time post.</p> <p>Doctoral students who teach in the first or second cycle shall have completed introductory training of at least two weeks or acquired equivalent knowledge in another way.</p> <p>Organisational resources Higher Education Development Lund university's employment act requires at least five weeks of course work for academic positions. Doctoral supervisors are required to attend a dedicated course on doctoral supervision.</p>	
<p>34. Complaints/ appeals Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>	<p>Relevant legislation The Work Environment Act (SFS 1977:1160) (SWE) The purpose of this Act is to prevent occupational illness and accidents and to otherwise ensure a good work environment.</p> <p>Systematic work environment management (AFS 2001:1)</p> <p>Organisational and social working environment (AFS 2015:4)</p> <p>The Discrimination Act (2008:567) (SWE)</p> <p>Act (1976:580) on co-determination at Work (SWE) regulates collective labour law. Its name refers to the Act's objective to promote the employees participation of working conditions and management.</p> <p>Act (2016:749) on whistleblower protection (SWE)</p> <p>Organisational regulation</p>	

	<p>Guidelines on handling complaints from students concerning first, second and third cycle studies at Lund University (STYR 2014/169)</p> <p>The guidelines aim to clarify how a matter that concerns first, second and third cycle studies shall be handled within the University when a student considers that the matter has not been handled in accordance with the pertinent regulations.</p> <p>Regulations for doctoral education at Lund University (STYR 2018/562)</p> <p>8.1.3. Change of supervisor 8.3. Withdrawal of supervision and other resources</p> <p>Regulation on the handling of matters relating to suspected misconduct in research, artistic research or development work at Lund University (STYR 2018/760)</p> <p>5. The responsibility for investigating suspected misconduct in research, artistic research or development work lies with the <i>Research Misconduct Review Board</i>.</p> <p>6. Suspected misconduct in research, artistic research or development work shall be reported immediately to the University.</p> <p>Organisational resources</p> <p>Handling and investigating cases of harassment and sexual harassment</p> <p>Employee organisations</p> <p>Central HR Department (SWE) provides support.</p> <p>Doctoral candidates and union support</p> <p>The Lund Doctoral Candidates' Union provides advice, information and support throughout the time as a doctoral candidate.</p>	
<p>35. Participation in decision-making bodies</p> <p>Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be</p>	<p>Relevant legislation</p> <p>The Swedish Higher Education Act (1992:1434)</p> <p>The Higher Education Ordinance (1993:100)</p>	

<p>represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.</p>	<p>Act (1976:580) on co-determination at Work (SWE) Describes employee's rights to information about the workplace.</p> <p>Organisational regulation Strategic plan (STYR 2017/812) Well-developed leadership and collegiality are success factors.</p> <p>Rules of procedure for Lund University (STYR 2019/907) Members of the faculty and departmental boards are appointed through election, and the majority consists of teaching staff with research/artistic expertise. The decision-making power of the elected bodies is important for employee influence, and contributes to a healthy division of power. As a knowledge organisation, the University's success depends on the professional commitments of its employees, which enabled by providing considerable opportunities for participation. Students at Lund University shall have the right to appoint representatives to preparatory and decision-making bodies.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177) The aim of the policy is that active work will be carried out on all levels to achieve an even gender balance in all decision-making bodies and in leadership roles. In the appointment of faculty management, including executive committees etc., consideration shall be given to gender equality and diversity.</p> <p>Lund University Appointment Rules (STYR 2019/1077) 5.2. Preparatory bodies An academic appointments board shall comprise one chair, at least three academic staff representatives and two student representatives. Men and women are to be equally represented in academic appointments boards, recruitment committees and working groups (see Chapter 4, Section 5 HF).</p>	
<p>Training and Development</p>		
<p>36. Relation with supervisors</p>	<p>Relevant legislation</p>	

<p>Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them.</p> <p>This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.</p>	<p>The Higher Education Ordinance (1993:100)</p> <p>At least two supervisors shall be appointed for each PhD student. One of them shall be nominated as the principal supervisors. The PhD is entitled to supervision during his or her studies unless the Vice-Chancellor has decided otherwise by virtue of Sec 30. A PhD student who so requests shall be allowed to change supervisor. (Updated through Ordinance 2010:1064.)</p> <p>Organisational regulation</p> <p>Regulations for doctoral education at Lund University (STYR 2018/562)</p> <p>7. Individual study plan</p> <p>An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the student and the higher education institution and a timetable for the student's studies.</p> <p>The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisor.</p> <p>8.1 Supervision and supervisor training</p> <p>Supervisors shall be appointed by the faculty board at the start of the programme. The person appointed principal supervisor shall hold the post of reader or have equivalent research/artistic and teaching expertise, unless there are valid reasons to the contrary.</p> <p>The University shall arrange qualifying training for supervisors of doctoral students. Supervisors of doctoral students shall have completed supervisor training or been judged by the faculty board to have equivalent skill.</p> <p>Supervision shall be sufficient in terms of time and quality to enable doctoral students to complete their studies in the time intended.</p> <p>Doctoral candidates and union support</p> <p>The Lund Doctoral Candidates' Union provides advice, information and support throughout the time as a doctoral candidate.</p> <p>Occupational Health Service</p> <p>All employees and scholar-ship holders can (anonymity possible) turn to the Occupational Health Service at the University for work-related medical, psychological and ergonomic advice.</p>	
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	<p>Both student- and PhD-student have representatives in Lund University Board, at Faculty Boards and in Health and Safety Committees.</p>	
<p>37. Supervision and managerial duties Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>	<p>Organisational regulation Regulations for doctoral education at Lund University (STYR 2018/562) 8.1.1 Appointment of supervisors Supervisors shall be appointed by the faculty board at the start of the programme. The person appointed principal supervisor shall hold the post of reader or have equivalent research/artistic and teaching expertise, unless there are valid reasons to the contrary. The University shall arrange qualifying training for supervisors of doctoral students. Supervisors of doctoral students shall have completed supervisor training or been judged by the faculty board to have equivalent skill.</p> <p>Organisational resources Higher Education Development Courses are open for all who teach or supervise students at Lund university: new teachers, experienced teachers, doctoral supervisors, professors, doctoral students, librarians etc.</p> <p>Management and leadership development Professional development for those in management and leadership positions at Lund University is offered in the form of a number of courses and programmes.</p>	
<p>38. Continuing Professional Development Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100)</p> <p>Organisational regulation Local agreement on working hours for teaching staff at Lund University Over a period of several years, each member of teaching staff is to be guaranteed time for individual professional development. This is to be planned and documented in consultation between the employee and the employer and can either be combined to cover extended periods or structured more continuously over the planning period.</p>	

	<p>Local collective agreement on working hours for associate senior lectures (PE 2013/363) Supplement to the above agreement.</p> <p>Decision on staff appraisals (PE 2013/750) The staff appraisals is an annual structured work-related dialogue between the line manager and the employee, which provides an opportunity for planning the following year, and a transparent and predictable assessment for the previous year. At the staff appraisal, the individual's goals and need for professional development are to be specified. These are to be linked to the goals of the organisation.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 1: To develop the strategic, long-term and proactive work on good and clear career paths, recruitment and talent management at all levels of the organisation. Principle 5: To develop the support for academic qualifications, continuing professional development and career development.</p> <p>Organisational resources Professional and careers development Lund University offer professional development based on the needs of the organisation. Today's fast-paced rate of change means that we need to actively support the development of both the organisation and the employee to become a world-class university and an attractive place to work.</p> <p>Career development for academic staff Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p>	
<p>39. Access to research training and continuous development</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100)</p>	

<p>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, takeup and effectiveness in improving competencies, skills and employability.</p>	<p>Organisational regulation</p> <p>Local agreement on working hours for teaching staff at Lund University Teaching staff are to be encouraged to acquire qualifications. To the extent that it is financially possible, teaching staff are to be provided with opportunities for recurring extended periods for research, third cycle studies or professional development. Time is also to be set aside for higher education teacher training as required.</p> <p>Local collective agreement on working hours for associate senior lectures (PE 2013/363) Supplement to the above agreement.</p> <p>Decision on staff appraisals (PE 2013/750) The staff appraisals is an annual structured work-related dialogue between the line manager and the employee, which provides an opportunity for planning the following year, and a transparent and predictable assessment for the previous year. At the staff appraisal, the individual's goals and need for professional development are to be specified. These are to be linked to the goals of the organisation.</p> <p>Policy on employment and good and clear career paths for teaching staff and researchers at Lund University (STYR 2019/1076) Principle 1: To develop the strategic, long-term and proactive work on good and clear career paths, recruitment and talent management at all levels of the organisation. Principle 3: To use career development positions – in particular associate senior lecturer positions, but also postdoctoral positions – to a large extent, and as a clear step in a coherent academic careers system.</p> <p>Organisational resources</p> <p>Professional and careers development Lund University offer professional development based on the needs of the organisation. Today's fast-paced rate of change means that we need to actively support the development of both the organisation and the employee to become a world-class university and an attractive place to work.</p>	
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	<p>Career development for academic staff Lund University offers a broad range of activities that contribute in one way or another to career development for academic staff, either within academia or outside it.</p> <p>Euraxess – Researchers in Motion is a unique pan-European initiative delivering information and support services to professional researchers.</p>	
<p>40. Supervision Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.</p>	<p>Relevant legislation The Higher Education Ordinance (1993:100) At least two supervisors shall be appointed for each PhD student. One of them shall be nominated as the principal supervisor. The PhD student is entitled to supervision during his or her studies unless the Vice-Chancellor has decided otherwise by virtue of Section 30. A PhD student who so requests shall be allowed to change supervisor.</p> <p>Organisational regulation Regulations for doctoral education at Lund University (STYR 2018/562) 7. Individual study plan An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the student and the higher education institution and a timetable for the student's studies. The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisor.</p> <p>8.1. Supervision and supervisor training Supervisors shall be appointed by the faculty board at the start of the programme. The person appointed principal supervisor shall hold the post of reader or have equivalent research/artistic and teaching expertise, unless there are valid reasons to the contrary. The University shall arrange qualifying training for supervisors of doctoral students. Supervisors of doctoral students shall have completed supervisor training or been judged by the faculty board to have equivalent skill. Supervision shall be sufficient in terms of time and quality to enable doctoral students to complete their studies in the time intended.</p>	

	<p>8.1.1. Appointment of supervisors</p> <p>Supervisors shall be appointed by the faculty board at the start of the programme. The person appointed principal supervisor shall hold the post of reader or have equivalent research/artistic and teaching expertise, unless there are valid reasons to the contrary.</p> <p>The University shall arrange qualifying training for supervisors of doctoral students. Supervisors of doctoral students shall have completed supervisor training or been judged by the faculty board to have equivalent skill.</p>	
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