

Appointment Procedure at Högskolan i Gävle

1 INTRODUCTION

At each higher education institution, the board of governors must establish an appointment procedure including the rules that apply in employment of teachers (the Higher Education Ordinance, chapter 2, section 2). This document meets these requirements and also includes the rules that apply in promotion and employment of doctoral students and postdoctoral fellows.

The higher education institution intends to connect itself to the career path for lecturers with doctorates recommended by the Association of Swedish Higher Education and awaits the results from the central negotiations about the possibility of temporary employment of associate senior lecturers.

In the work with retrieving this appointment procedure¹, an alternative preparation process has been discussed. It means that all essential preparation processes are carried out by recruitment groups at the faculties, while the Faculty Board exercises its quality responsibility concerning processes and results. The higher education institution intends to test and develop this model.

In the production, relevant parts of the Higher Education Act and the Higher Education Ordinance are stated in italics. The higher education institution's own instructions are stated in normal type.

2 OTHER LEGISLATION AND INTERNAL CONTROL DOCUMENTS

Other law sections that may be relevant in employment of teachers are the Administrative Procedure Act, the Employment Ordinance, the Public Employment Act, the Employment Protection Act and the Discrimination Act. In accordance with the Discrimination Act (chapter 3, section 9), the Higher Education Act (chapter 1, section 5) also contains regulations about gender equality.

Relevant parts of the control and policy documents accepted by the higher education institution should be observed in all employment matters.

3 TEACHER CATEGORIES

Teachers are employed by the higher education institution (the Higher Education Ordinance, chapter 4, section 1)

The higher education institution employs teachers in the following categories:
Professors (including adjunct professors and visiting professors)
Senior lecturers (including adjunct senior lecturers and visiting lecturers)
Lecturers (including adjunct lecturers and visiting adjunct lecturers)

¹ For directives, see office decision 2010-12-07 Diary No 17-104/09.

Teachers should be employed permanently. However, a time limit may be set according to the Employment Protection Act and the **Higher Education Ordinance, chapter 4, section 9-12.**

Postdoctoral research fellows and associate senior lecturers may, with certain possibilities of extension, be recruited according to interim regulations until September 2011 (SFS 2010:1064).

Lecturers at Högskolan i Gävle are titled senior lecturers. Teachers at Högskolan i Gävle are titled lecturers. Individuals who are not employed otherwise at Högskolan i Gävle may be employed as visiting lecturers (see section 13).

Also other employees, e.g. doctoral students and postdoctoral fellows, may participate in teaching to a limited extent.

4 QUALIFICATIONS

4.1 Professor

Qualified to be employed as a professor in other domains than the arts are those who have shown both academic and educational skills. Qualified to be employed as a professor in the arts are those who have shown both artistic and educational skills.

As the basis of assessment in employment of professors, the level of skills required for qualifying for the employment should apply. Equal attention should be given to reviewing the educational skills as the academic or artistic skills. In other respects, each higher education institution decides which bases of assessment should apply in employment of a professor. (The Higher Education Ordinance, chapter 4, section 3)

To be qualified for employment as a professor, it is required that the applicant has shown the educational skills required for the employment concerned and furthermore, unless there are special reasons, have completed educational training relevant for activities in the higher education institution. Usually, the applicant should have completed training in teaching and learning in higher education equivalent to at least 10 weeks, or in another way acquired equivalent knowledge. The review of educational skills should concern planning, implementation and evaluation of teaching as well as supervision and examination. Supervision of doctoral students is a requirement, unless there are special reasons. The educational skills should be well documented so that also the quality can be assessed.

4.2 Senior lecturer

Qualified for employment as senior lecturer

- 1. in other subjects than the arts are those who have shown educational skills and who have obtained a Doctor of Philosophy, or have equivalent academic skills or another vocational skill of significance to the subject contents of the employment and the tasks included in the employment, and*
- 2. in the arts are those who have shown educational skills and obtained a Doctor of Philosophy in Fine Arts, shown artistic skills or have another vocational skill of significance to the subject contents of the employment and the tasks included in the employment.*

As the basis of assessment in employment of a senior lecturer, the level of skills required for qualifying for the employment should apply. Equal attention should be given to reviewing the educational skills as reviewing other qualifying conditions according to the first paragraph. In other respects, each higher education institution decides which bases of assessment should apply in employment of a senior lecturer. (The Higher Education Ordinance, chapter 4, section 4)

The applicant should have shown the academic skills required for the employment. To be qualified for employment as senior lecturer, the applicant must also have shown the educational skills required for the employment in question and furthermore, unless there are special reasons, have completed educational training relevant for activities in the higher education institution. Usually, the applicant should have completed training in teaching and learning in higher education equivalent to at least 10 weeks, or in another way acquired equivalent knowledge. The review of educational skills should concern planning, implementation and evaluation of teaching as well as supervision and examination. The educational skills should be well documented so that also the quality can be assessed.

4.3 Lecturer

Qualified to be employed as lecturer are those who have

1. obtained a higher education qualification or in a different way acquired equivalent skills,
2. completed training in teaching and learning in higher education or in a different way acquired equivalent knowledge, and
3. shown educational skills.

The applicant should have demonstrated the ability to teach required for the employment.

Those who lack the qualifications stated in section 2 should be considered qualified if the contents of the employment suggests it or if there are otherwise specific reasons. Usually, the applicant should have completed training in teaching and learning in higher education equivalent to at least 10 weeks, or in another way acquired equivalent knowledge to fulfil the qualifications.

5 BASES OF ASSESSMENT IN EMPLOYMENT

As the basis of assessment in employment of a teacher, the level of skills required for qualifying for the employment should apply. In addition, the level of administrative and other skills of significance to the subject contents of the employment, and the tasks that will be included in the employment, determined by the higher education institution should apply. The level of skills in developing and managing activities and staff at the higher education institution, and the ability to interact with the surrounding society and inform about research and development work is also taken into account. The applicant should also have other personal qualities that are required to perform the duties well. In the employment of lecturers, a master's degree is an advantage.

In the employment, the objective bases that correspond to the targets of the general labour market, gender equality, and social and employment policy should also be taken into account.

6 RECRUITMENT

Each recruitment begins with an analysis of which needs should be addressed, what should be demanded of the person recruited and which teacher category does the recruitment concern. A description of the position and support for financing the position should be developed.

The board of governors decides on initiating a recruitment process for a professorship. The Vice-Chancellor decides on initiating a recruitment process for employment of a senior lecturer after proposal from the concerned head of academy. The concerned head of academy decides on initiating a recruitment process for a lectureship.

6.1 Description of the Position

Before a position as a teacher (or lecturer) is announced as vacant, the Academic Appointments Board (compare section 8) should decide on a description of the position.

When the request to initiate a recruitment process is submitted, a proposal for a description of the position should already be established. The description of the position must include the following:

- subject area for the position
- main tasks
- qualifications
- bases of assessment and how they should be compared to each other

Professors, senior lecturers and lecturers should be involved in the education and the internal work of the higher education institution.

The description of the position is basis of assessment throughout the whole recruitment process up until the decision.

A proposal for a description of the position should specify requirements on both educational and academic qualifications. The requirement on academic qualifications should be relevant for the research environment in which the employee is intended to function. The description of the position may state additional bases of assessment, and for lecturers, additional qualifications as well, than those mentioned in this appointment procedure. These should be objectively justified based on the contents of the position and the needs in the activities. The proposal for description of the position is developed by the concerned faculty and is submitted to the staff department. The Academic Appointments Board makes a decision about the profile.

7 ANNOUNCEMENT OF A VACANT POSITION

In the recruitment of a teacher, the information about the vacant position should be provided through advertising or equivalent procedure. The description of the position constitutes the basis for the advertisement or equivalent. Exceptions from the information requirement may be made concerning

- employments shorter than six months
- employment of adjunct teachers or visiting lecturers
- employment, not including professorships, of those who have priority to re-employment or to employment with higher employment rate, or of those who have been re-employed due to section 7, the second paragraph, the Employment Protection Act (1982:80), or

- an employment according to the Higher Education Ordinance chapter 4, section 10, which is updated.

All vacant positions are announced on the external website of the higher education institution. It is also recommended that the recruitments of the higher education institution are announced in at least one relevant national and international magazine/journal.

The application period should be at least three weeks. The period begins the day the information about the vacant position is announced.

Received applications are confirmed continuously. Applicants who have submitted incomplete applications are contacted and urged to supplement the application as soon as possible and within a week at the latest.

8 PREPARATION OF EMPLOYMENTS

If a group of people should propose applicants to be considered for employment as teachers, women and men must be equally represented in the group. However, this does not apply if there are special reasons. (The Higher Education Ordinance, chapter 4, section 5)

The Faculty Board has been given the responsibility for preparation of cases concerning employment. The board has, in their turn, delegated the preparation to the Academic Appointments Board. The Academic Appointments Board also proposes employments. The chairmen of the Academic Appointments Board report to the Faculty Board (the R&D Board 2010-03-19, section 4b).

The teacher representatives in the Academic Appointments Board are appointed by the Faculty Board. The student representatives are appointed by Gefle Student Union. The permanent members have alternate members. The term of office for the teacher representatives is 3 years.

The composition of the Academic Appointments Board is (board of governors 2009-10-09, section 53):

- Chairman

- Two members, of which one is the deputy chairman

The chairman and the two members constitute the teacher representatives and should have doctorates

- Two student representatives

It is desirable that one of them is a doctoral student

- A temporary member for each case - the head of academy, or the person that he/she appoints, from the concerned faculty

- An administrator/secretary from the staff department (without the right to vote)

When considered appropriate, the Academic Appointments Board may co-opt one or several members with specific knowledge of the case. Co-opted members do not have the right to vote.

The Academic Appointments Board's responsibility in recruitment cases is to prepare, make selections and decide on proposals for the Vice-Chancellor concerning permanent employment of teachers in all categories, except for lecturers. When recruiting, interview, a trial lecture and reference checking are included in the basis for the board's decision, unless there are special reasons. The Academic Appointments Board determines which candidates to call for a trial lecture and interview, after consultation with the external expert(s).

The external expert(s) are not members of the Academic Appointments Board, but should follow the board's preparation work, interviews and trial lectures in an appropriate manner.

The administrator of the Academic Appointments Board handles contact with and assists the applicants, the chairman and the external experts in the process. The administrator also handles the practical work with the Academic Appointments Board's meetings and in connection with interviews with applicants.

Initially, the administrator contacts the head of academy at the concerned faculty for information about the member from the faculty in the Academic Appointments Board. In the recruitment of a lecturer, it is the responsibility of the concerned head of academy to prepare, while the staff manager makes decisions about the employment. However, the Academic Appointments Board establishes the description of the position for lecturers.

8.1 Peer Assessment

In the employment of a professor (including adjunct professor), peer assessment of the applicants' skills should be retrieved, unless it is not evidently unnecessary for assessing the skills.

If an assessment is retrieved from two or several people, women and men must be equally represented. However, this does not apply if there are special reasons. (The Higher Education Ordinance, chapter 4, section 6)

In the employment of a professor, the Academic Appointments Board should usually retrieve statements from two people particularly familiar with the subject area of the position. Statements from additional people may be retrieved. When considered appropriate, a statement from an external expert is sufficient.

In the employment of a senior lecturer, a statement from at least one person particularly familiar with the subject area of the position should be retrieved. Statements from additional people may be retrieved.

The concerned faculty will propose appropriate external experts as soon as possible. The Academic Appointments Board makes a decision according to the faculty's or the own proposal, as soon as possible after the application date expires. Possible conflicts of interest should be observed.

The Academic Appointments Board and the external expert(s) should agree on the time period that applies to their work.

If several external experts are engaged, the regulation about equal representation should apply. The external experts can make a common description of the applicants and their educational, academic and other qualifications. The assessment of the applicants' skills

and the order of priority between them should be made individually. The order of priority must be explained.

The external expert(s) should submit a description of the applicants prior to the trial lecture and interview. The assessment of the applicants is made in the expert opinion submitted after possible trial lecture and interview. The external expert's/experts' statement should be at hand in the meeting where the Academic Appointments Board makes a decision about the employment. The external experts do not participate in the decision meeting.

8.2 Proposal for Employment

The Academic Appointments Board makes a combined assessment of the remaining applicants based on reference checking, peer assessment, possible trial lecture, interview, teaching portfolio etc. The possibility to supplement the basis of assessment by testing the applicants' academic skills through the Science citation index should be considered, as well as the possibility to co-opt higher education teachers in the higher education institution at trial lectures to assess the applicants' educational skills.

The Academic Appointments Board should suggest the applicant who should be mainly considered for the position. If there are special reasons, the proposal may concern additional applicants considered and the order of priority between them.

In the proposal, the Academic Appointments Board should provide a written presentation of their assessment of each suggested applicant's skills, in relation to the bases of assessment that apply to the position. The presentation should include both the skills in each basis of assessment alone and in a combination of all bases of assessment. If there is only one applicant and he or she is suggested for the position, no such presentation is necessary.

It should be apparent by the proposal how the suggested applicant's academic and educational skills have been observed. It should also be apparent how the recruitment targets of the higher education institution have been taken into account. If both women and men have applied for the position, it should also be stated how the gender equality aspect has been taken into account.

The Academic Appointments Board's interviews are led by the chairman, but may be delegated by the chairman to another board member. The chairman of the Academic Appointments Board - or another member of the board when it is appropriate - checks the references from applicant(s) assessed as most qualified after the interview(s).

If information of significance for the case appears in the reference checking, this must be documented.

The applicant should be informed that reference checking has been made.

After the Academic Appointments Board has made a decision about the employment proposal, the chairman or the administrator contacts those who have been invited to an interview to announce the decision.

The Academic Appointments Board hands the grounded proposal for decision to the Vice-Chancellor. The decision about the employment is made by the Vice-Chancellor, after the terms of employment have been agreed on with the applicant, and information has been delivered to the trade union organisations.

Decisions are announced on the official notice board of the higher education institution. The registrar sends the decision to the applicants.

9 SUMMON TO PROFESSORSHIP

A higher education institution may summon a person to a professorship if the employment of the person is of specific importance for certain activities at the higher education institution. If a higher education institution summons a person for employment, the reasons for why the employment is of specific importance for the higher education institution must be documented.

Only those who are qualified for the employment according to section 3 may be employed through summons.

The decision to summon a person for employment is made by the Vice-Chancellor and may not be delegated.

In employments through summons, no such information stated in section 6, the first paragraph of the Employment Ordinance (1994:373) is necessary. The regulations on peer assessment in section 6 must apply. (The Higher Education Ordinance, chapter 4, section 7)

The opportunity to summon a professor should be used restrictively. The Vice-Chancellor makes decisions about summoning to professorship on recommendation by a head of academy. Decisions about summons are posted on the notice board of the higher education institution.

10 PROMOTION

10.1 To professor

A senior lecturer permanently employed at a higher education institution may on application be promoted to a permanent employment as a professor at the higher education institution, if the senior lecturer has the qualifications for such an employment. The subject area for the position as professor should be the same as for the position as senior lecturer. The Vice-Chancellor decides whether the application should proceed to review of qualifications.

The requirements for a senior lecturer to be promoted to professor are the same as for professorships. Supervision of doctoral students is a requirement, unless there are special reasons.

10.2 To senior lecturer

A lecturer permanently employed at a higher education institution may on application be promoted to a permanent employment as senior lecturer at the higher education institution, if the lecturer has the qualifications for such an employment. The subject area for the position as senior lecturer should be the same as for the position as lecturer. The Vice-Chancellor decides whether the application should proceed to review of qualifications.

11 PREPARATION OF PROMOTIONS

Application for promotion to professor or senior lecturer should be addressed to the Vice-Chancellor and delivered to the registrar (forwarded to the administrator). Documents in accordance with the instructions of the Academic Appointments Board should be enclosed in the application. Both educational and academic or artistic qualifications should be well documented in the documents.

In the application for promotion to senior lecturer, the Academic Appointments Board determines if the expert review should be included in the preparation.

In the application for promotion to professor, the expert review should normally be included in the preparation, according to the rules that also apply when recruiting. Applicants found qualified for professorship in a previous recruitment process at Högskolan i Gävle or other higher education institution may be excluded from expert review. This requires that the subject of the recruitment process is of importance for the subject of the promotion.

The Academic Appointments Board's grounded suggestion for whether the applicant should be promoted or not is submitted to the Vice-Chancellor.

12 VICE-CHANCELLOR'S DECISION ABOUT EMPLOYMENT AND PROMOTION

Teachers are employed by decision of the Vice-Chancellor. Decisions concerning professorship may not be delegated. (The Higher Education Ordinance, chapter 4, section 13)

13 FIXED-TERM EMPLOYMENT

13.1 Principal rule

An employment as a teacher may be fixed-term according to the Employment Protection Act (1982:80), unless it concerns professorship (including adjunct professors and visiting professors). In other respects, sections 10-12 apply concerning fixed-term employments (the Higher Education Ordinance, chapter 4, section 9).

The principal rule is that teachers should be employed permanently. However, an employment may be fixed-term in certain cases. The head of academy is responsible for assessment of the qualifications in fixed-term employments according to the Employment Protection Act.

General fixed-term employment, so called ALVA (section 5, p. 1 the Employment Protection Act), temporary employment (section 5, p. 2 the Employment Protection Act), seasonal employment (section 5, p. 3 the Employment Protection Act) and employees older than 67 years (the Employment Protection Act, section 5, p. 4) can be used as a basis when time-limiting an employment as senior lecturer or lecturer. Temporary employment should be used only to substitute employees off duty or to accomplish tasks that one or several employees are otherwise usually responsible for. Temporary employment may also be used while appointing someone to a vacant position.

For ALVA and temporary employment, the employment turns into a permanent post if an employee has been employed according to one of these time-limited employments more than two years in total during a five-year period.

Teachers, who are needed in occasional, short periods of time, can be employed by the hour as senior lecturers or lecturers according to the Employment Protection Act, section 5. The qualifications are usually the same as for a permanent employment.

13.2 Art teacher

An art teacher may be employed until further notice, but five years at the most. Such an employment may be renewed. However, the total period of employment may not exceed ten years. Concerning the employment in other respects, the Employment Protection Act (1982:80) applies (the Higher Education Ordinance, chapter 4, section 10)

13.3 Adjunct professor

An adjunct professor should be employed until further notice, but not exceeding a certain date. Such an employment may be renewed. However, the total period of employment may not exceed twelve years. Concerning the employment in other respects, the Employment Protection Act (1982:80) applies (the Higher Education Ordinance, chapter 4, section 11)

For employment of adjunct professors, essentially the same qualifications and bases of assessment apply as for employment of other professors. However it is in the nature of the employment that the adjunct professor's domain may be more restricted. The main activities of an adjunct professor are outside the higher education sector and should be specialised in the research and educational environment where she/he will mainly be employed.

For adjunct professors, the post may include both research and education. An adjunct professor is normally employed for a three-year period, with the possibility of extension to a total of twelve years at the most.

Recruitment of an adjunct professor begins with the head of academy making a proposal in staff matters, addressed to the Vice-Chancellor and delivered to the registrar (forwarded to the administrator). Upon approval, the faculty contacts the concerned candidate for further discussion about the interest for co-option. Contact should also be made early with the candidate's employers to discuss a model for the co-option.

The concerned faculty proposes a description of the position and develops proposals for the external expert(s) to review the competence of the candidate as a professor. The proposal is handed to the Academic Appointments Board for decision. A list of qualifications and a written consent from the candidate's current employer should be enclosed in the case.

When the description of the position is established and the external experts appointed, the case is primarily prepared according to the same model as when recruiting of a professor. The case is prepared by the Academic Appointments Board, which suggests a decision to the Vice-Chancellor. The Academic Appointments Board decides if interview, trial lecture and reference checking should be included in the preparation.

13.4 Visiting professor

A visiting professor should be employed until further notice, but not exceeding a certain date. Such an employment may be renewed. However, the total period of employment may not exceed five years. Concerning the employment in other respects, the Employment Protection Act (1982:80) applies (the Higher Education Ordinance, chapter 4, section 12)

Recruitment of a visiting professor begins with the head of academy making a proposal in staff matters, addressed to the Vice-Chancellor and delivered to the registrar (forwarded to the administrator). Upon approval, the faculty gives proposals to the staff department.

For a visiting professor, peer review is normally included in the preparation. If the person concerned was found qualified for professorship in a previous recruitment at Högskolan i Gävle or another higher education institution, normally, an exception from peer review should be made. The case is prepared by the Academic Appointments Board, which suggests a decision to the Vice-Chancellor.

13.5 Adjunct teachers (except professors)

A person can be hired as an adjunct teacher through an agreement between the higher education institution and the person's main employer, or through general fixed-term employment (ALVA) according to the Employment Protection Act (section 5, p. 1) . If ALVA applies, the total employment period may not exceed two years during a five-year period.

For adjunct senior lecturers and adjunct lecturers, essentially the same qualifications apply as for a permanent employment. The main activities of the adjunct teacher are outside the higher education sector and should contribute to the research or educational environment where he/she will be employed, with specialised knowledge and experiences. An adjunct teacher's domain may therefore be more restricted than in a permanent employment.

When the recruitment process has been initiated, the faculty contacts the concerned candidate for a discussion about the interest for co-option. Contact is early made with the person's employer to discuss a model for co-option. For continuity and quality reasons, agreements with the main employer are preferable, since ALVA means a short teaching period.

In other respects, recruitment of adjunct teachers is handled in the same way as permanent employments of the respective teacher category.

13.6 Visiting lecturers (except visiting professor)

Visiting lecturers may be employed through general fixed-term employments (ALVA) according to the Employment Protection Act (section 5, p. 1). The period of employment may not exceed two years during a five-year period.

Visiting lecturers usually arrive from another higher education institution or geographic location. The purpose is to temporarily connect a person with valuable knowledge to the higher education institution. The qualifications are the same as for a permanent employment, which means that visiting lecturers are usually employed in the same teacher category as they are by the main employer. A position as visiting lecturer may include full-time or part-time service.

When the recruitment has been initiated (for visiting senior lecturers, a decision from the Vice-Chancellor is required) the faculty contacts the candidate to see if she/he is interested in becoming a visiting lecturer. In other respects, the recruitment of a visiting lecturer is handled in the same way as a permanent employment. For a visiting senior lecturer with a senior lectureship at another higher education institution, an exception from peer reviewing is usually made.

13.7 Interim regulations

For other teachers than those mentioned in 10.1 -10.3 with fixed-term employments, and who were employed before January 1, 2011, interim regulations apply (SFS 2010:1064).

14 EMPLOYMENT AS POSTDOCTORAL FELLOW

The employment of a postdoctoral fellow follows the rules of the central collective bargaining agreement about fixed-term employment for postdoctoral fellows, dated 04-09-2008, between the Swedish Agency for Government Employers, OFR (the Public Employees` Negotiation Council), Saco-S (Swedish Confederation of Professional Associations) and SEKO (Swedish Union for Service and Communication).

A postdoctoral fellow should, according to the agreement, mainly engage in research. The work may also include teaching, however, not exceeding one-fifth of the working hours. A condition for the agreement to apply is that the employee has not previously been employed as a postdoctoral fellow supported by the agreement more than a year, in the same or in a closely related subject area at the same higher education institution.

In addition to the regulations in the Employment Protection Act (1982:80), a postdoctoral fellow may, according to the agreement, be employed until further notice, but no longer than two years. The employment may be extended if there are special reasons. Specific reasons are sick leave, parental leave, clinical duty, commissions of trust in trade union organisations or other similar circumstances.

Qualified to be employed as a postdoctoral fellow are those who have obtained a Doctor of Philosophy. The Doctor of Philosophy should be obtained no later than three years before the application date expires, unless there are special reasons.

The applicant should have obtained a Doctor of Philosophy at another higher education institution and without support from Högskolan i Gävle, in order to be considered for the position.

The bases of assessment for postdoctoral fellows are decided for each recruitment case by the head of academy.

15 EMPLOYMENT AS DOCTORAL STUDENT

The higher education institutions may have special employments as doctoral students, in order for them to carry out their third-cycle studies. (The Higher Education Ordinance, chapter 5, section 1)

Those who are employed as doctoral students should mainly engage in their own education.

However, an employee may work with education, research, artistic research and development and administration to a limited extent. Before the Doctor of Philosophy or Doctor of Philosophy in Fine Arts has been obtained, such work may not constitute more than 20 per cent of full-time. (The Higher Education Ordinance, chapter 5, section 2)

Only those who are admitted, or have already been admitted, to a third-cycle education at a higher education institution may be employed as a doctoral student. (The Higher Education Ordinance, chapter 5, section 3)

Högskolan i Gävle may only establish a doctoral student employment provided that the person employed is admitted, or have already been admitted, to a third-cycle education at Högskolan i Gävle or another higher education institution.

A doctoral student employment should intend full-time work. On request from the doctoral student, the employment may intend part-time work, but fifty per cent of full time at the lowest. (The Higher Education Ordinance, chapter 5, section 3a)

Those who have received doctoral grants should upon application be employed as doctoral student when, according to the individual study plan, a study period that corresponds to two years of full-time education until Doctor of Philosophy or Doctor of Philosophy in Fine Arts remain, at the latest. However, this does not apply if the Vice-Chancellor has decided to withdraw the doctoral student's resources according to chapter 6, section 30, or the doctoral grants according to section 14, the ordinance for doctoral grants (1995:938). (The Higher Education Ordinance, chapter 5, section 4)

When recruiting a doctoral student in other cases than those intended in section 4, the ability to profit by the third-cycle education should be regarded. The second and third paragraph should also apply.

When recruiting a doctoral student in connection with admission to the education, the regulations in chapter 7, section 41, the second and third paragraph on deciding the bases of qualification and on impediment to priority should apply. The higher education institution should through advertisement or equivalent procedure inform about the vacant position, so that those who are interested in the position may apply at the higher education institution in time. However, information must only be provided if a doctoral student will be employed in connection with admission to the education, and if chapter 7, section 37 states that information should be provided on admission. (The Higher Education Ordinance, chapter 5, section 5)

Doctoral student employments are carried out upon decision of the Vice-Chancellor. (The Higher Education Ordinance, chapter 5, section 6)

The Vice-Chancellor has delegated the decision to recruit a doctoral student to the concerned head of academy. If Högskolan i Gävle is not the responsible authority for the education, the head of academy in consultation with the director of studies for the third-cycle programme should ensure that there are relevant agreements concerning the execution of the third-cycle programme and funding between the higher education institution and the receiving higher education institution. Agreements must be established for the third-cycle programme by the director of studies between the head of academy and the concerned faculty board.

A doctoral student employment should last until further notice, but not exceed a certain date and never longer than a year after obtained Doctor of Philosophy or Doctor of

Philosophy in Fine Arts. The first employment may not last longer than a year. The employment may be renewed with no longer than two years at a time.

A person may be employed as a doctoral student for a total of eight years at the longest. However, the total period of employment may not exceed what corresponds to four years of full-time third-cycle studies. In studies resulting in a Licentiate or Licentiate in Fine Arts, the total period of employment may not exceed what corresponds to two years of full-time third-cycle studies. The study period when the doctoral student was not employed as a doctoral student should be deducted from this time.

However, the total period of employment may not exceed the time stated in the third paragraph, unless there are special reasons. Such reasons may be sick leave, leave for military service or commissions of trust in trade union organisations and students' union organisations or parental leave. (The Higher Education Ordinance, chapter 5, section 7)

16

APPEAL

The decisions of the higher education institution can be appealed according to the **Higher Education Ordinance, chapter 12**, and the **Administrative Procedure Act, sections 23 - 28**.

The appeal should be addressed to Registrar, Högskolan i Gävle, 801 76 Gävle.

In the Higher Education Ordinance, chapter 12, section 2, the first paragraph points 1-4, and the second paragraph, the decisions of a higher education institution on employment and promotion that can be appealed to the Higher Education Appeals Board are stated. In the Administrative Procedure Act, sections 23-28, there are additional regulations.

The Academic Appointments Board decides whether statements concerning the information in the appeal should be retrieved from the external experts and from the person employed at the new recruitment.

The Academic Appointments Board gives the statement, if it is found necessary, to the Vice-Chancellor, who gives the statement of the higher education institution to the Higher Education Appeals Board. When necessary, the statement may be given to the Higher Education Appeals Board after the documents have been sent.

The Higher Education Appeals Board is a public authority with the purpose of trying appeals against certain decisions made in the higher education sector and the sector for post-secondary vocational education and training. The address is <http://www.onh.se>.