



LUND
UNIVERSITY

DECISION

24 March 2014

Reg. No STYR 2014/249

Head of Administration

Regulations for management of the university rules and regulations catalogue

Lund University prescribes the following with the support of Chapter 2 Section 5 of the Higher Education Act (1992:1434).

Regelverket (Rules and Regulations) is Lund University's online catalogue of university rules, including regulations, general advice and guidelines, decided by the University Board, Vice-Chancellor, Head of Administration and bodies or persons within the central administration to whom power to make such decisions has been delegated. Only decisions currently in force shall be published in *Regelverket*. The decisions shall be uploaded as full-text PDFs without signatures.

Unless it can be considered unnecessary, decisions published in *Regelverket* shall be translated and published in the English version of *Regelverket – Rules and Regulations*. The decisions published in the English Rules and Regulations are only translations of the Swedish originals. In the event of any discrepancy between the original and the translation, the original takes precedence.

The Office of the Vice-Chancellor has administrative responsibility for *Regelverket*.

The administrator in charge of a decision is responsible for ensuring that the decision is sent promptly as a Word file to sammantrade@rektor.lu.se for publication in *Regelverket*. It is to be made clear that the decision is to be published in *Regelverket*. It is also to be made clear if the decision replaces an earlier decision that is to be removed from *Regelverket*. If an automatically updating date field is used, the administrator must make sure that the date is fixed as the date of the decision. The administrator is responsible for ensuring that the decision is translated into English by Translation and Language Services where appropriate.

Every spring semester, the Office of the Vice-Chancellor sends out a reminder to managers to review the pages of decisions within their area of responsibility in order to ensure that the information is up to date. If anything needs to be removed, added or otherwise altered, the Office of the Vice-Chancellor shall be notified.

These regulations enter into force on 24 March 2014, when the previous decision *Föreskrifter för hanteringen av Regelverket* (19 June 2006 reg. No I A35 3770/2006) shall cease to apply.

This decision has been made by the undersigned Head of Administration following a presentation by Head of the Office of the Vice-Chancellor Cecilia Billgren. Policy officer Anna Åkesson and lawyer Johanna Alhem have also participated in the processing of the matter.

Susanne Kristensson

Cecilia Billgren
(Office of the Vice-Chancellor)

CC:

All central administration divisions
All faculties, including Specialised Centres
Secretary to the Head of Administration
Regelverket (Rules and Regulations)