

Prolongation of doctoral student employment

Trust assignments within union organizations and student organizations etc.

A postgraduate student with employment as a doctoral student shall, as compensation for student union work, be extended his / her employment. The extension is paid for by the institution or equivalent at which the doctoral student is admitted. For doctoral students without employment as a doctoral student, the extension must be given in the form of a fee corresponding to 50 per cent level in the doctoral student salary ladder.¹⁴

Assignments commenced after the doctoral student has completed the equivalent of four years net study time calculated on the activity percentage cannot be considered for extension.

In addition to membership of university bodies, student unions and doctoral councils at Stockholm University, extension should also be given for membership of boards of international and national doctoral organizations with clear assignments for international or national coordination and procurement of doctoral students' interests. The level (number of days per year) follows the Swedish University and Higher Education Association's recommended guidelines (REK 2007-10-10).

Deputies receive compensation for the meetings where they have served as ordinary members. The remuneration and documentation requirements are the same as for ordinary members.

The extension must correspond to the work effort that the assignment requires. Only assignments to which you are elected may be the basis for extension. To just participate in one doctoral council meeting or that as an alternate (when ordinary member also participates) or co-opted member attend a meeting does not give the right to extension.

The doctoral student must in advance notify the head of department which assignments are held so that the cost can be calculated in the institution's budget. The assignments are documented in documents that are attached to the individual study plan.

Decisions on extension are made by the head of department upon application from the doctoral student. In the event of any conflict between the institution and the doctoral student, the dean may, after hearing of both parties, make a decision on the matter.

Extension is calculated after attendance and must be confirmed by minutes or the chairman's certificate.

An individual doctoral student can, for the above assignment, be compensated for a maximum of 40 working days per calendar year. Assignments and compensation must be followed up at least once a year, preferably in connection with regular follow-up of the individual study plan.

The extension is paid for by the institution or equivalent at which the doctoral student is admitted. The extension must be done according to the following conversion model. The

¹⁴ In cases where the doctoral student has a doctoral position at another institution or regular employment with another employer, the rules on renewal shall be governed by an agreement or agreement between the institution or equivalent that adopts the doctoral student and the external employer.

number of extension days specified in the model is a minimum level for the cases where the doctoral student completed his assignment. If the doctoral student has not completed his entire assignment, the number of days should be reduced. In cases where the doctoral student has had an extended assignment, the number of days can be increased in relation to the work effort. The final number of days must be clarified in connection with the completion of the assignment.

Assignment **Template (number of days / year)**

National / international:

SFS DK / equivalent international body

Chair	40
Deputy Chairman	25
Board	10

Stockholm University / SUS:

Central doctoral council (CDR)

Chair	40
Deputy Chairman	25
Member	20

Faculty

Chair	30
Deputy Chairman	20
Member	10

Doctoral Council (also at graduate schools)

Chair	15
Deputy Chairman	10
Member	2 *

University Organs

University Board	15
Member of the district board, faculty board, work committee (in this definition includes formally decided work and evaluation bodies or advice), teacher boards and department boards	2 *

* Means 2 days + one day extension per meeting. For particularly time-consuming assignments, where the meeting time can amount to 4 hours or longer, a doctoral student can be replaced with 2 days extension per meeting. The main rule is always that the extension must correspond to the work effort that the assignment requires.

Days refer to whole working days, not calendar days.

Other special reasons for extension

A doctoral student who requests an extension of the training period or length of employment for reasons other than the above shall contact the head of department at the institution or equivalent who has accepted the doctoral student for assessment and decision. The doctoral student must always provide special justification in such cases.