

Guidelines for the Extension of Education Time for Doctoral Students due to Elected Office/Representation in University or Student Organisations

In the university's various strategic documents, active student influence is highlighted as a central quality issue. The university's policy is thus to facilitate real and extensive student influence. Strong doctoral student influence is dependent upon ensuring that engaged doctoral students who have been elected or otherwise have representative roles have this time compensated by ensuring that education time and funding are adequately protected. This refers to the right to all relevant elements, such as supervision, workplace, and salary.

The Higher Education Act (1992: 1434) and the Higher Education Ordinance (1993: 100) give the students the right to be represented in all preparatory and decision-making bodies at the university which are of importance to the education.

Provisions regarding employment as a doctoral student can be found in Chapter 5, Section 7, of the Higher Education Ordinance. These provisions provide for the possibility of extending the employment period if there are special reasons, such as various assignments within student organisations.

These rules apply to doctoral students with doctoral studentship employment. For externally funded doctoral students, the conditions may be such that the application of these rules must be examined in each individual case.

Extension of education time for doctoral studies is permitted via these guidelines through a certain number of days for different assignments as shown in the table below. The values of the tables include preparation time and apply to completed assignments.

Absence when it comes to planned participation in organisations reduces the extension proportionally in relation to occasions/meetings planned during the assignment period, which is normally one year. When it comes to replacements for regular members, an assessment is made regarding the actual work effort in terms of time, which is the basis for the extension.

Elected office and representative assignments should not exceed 20 percent of full-time work for the individual doctoral student.

| Assignment | Extension (number of working days/year) | Cost carrier |
|--|---|---------------------|
| <i>Sveriges doktorander (or equivalent organisation)</i> | | |
| - Chairman | 35 | HB |
| - Deputy chairman | 20 | HB |
| - Member | 10 | HB |
| <i>University organisation</i> | | |
| - Member of the University Board | 15 | HB |
| - Member of the Research and Education board | 15 | HB |
| - Member of University Common Preparation | 15 | HB |
| - Member of other University organisation | 10 | HB |
| - Member of the Research Education Committee | 10 | HB |
| - Disciplinary Board | after examination* | HB |
| - Temporary working groups | after examination* | HB |
| <i>The Student Union's Doctoral Student Committee</i> | | |
| - Chairman | 20 | Faculty |
| - Secretary | 15 | Faculty |
| - Member | 10 | Faculty |

University-wide organisations assignments under five working days are not dealt with in these rules.

| | | |
|---|---------------------|---------|
| - Member of Faculty Council | 15 | Faculty |
| - Member of the working groups at the Faculty | after examination * | Faculty |

* An assessment of the scope of the assignment, expressed in a minimum number of days, should be conducted before the start of the assignment. Reconciliation should be conducted at the end of the assignment.

It is the individual doctoral student who, in writing, must request to have the education time extended due to elected office or otherwise representative roles. The request must be made to the Research Education Committee to which the doctoral student is attached. It is the committee that decides on extension and ensures that this is included in the doctoral student's individual study plan.

The request must be substantiated by minutes where attendance is confirmed. The organisation concerned is to, at the request of the doctoral student, issue an appropriate certificate regarding the student's participation, which is most conveniently done at the end of the financial year.

In order to determine the extension of work in unspecified elected office/representative assignments, an assessment is made of the relevant organisation for the minimum number of days that the extension should relate to before the assignment is started.

Disputes are decided by the Vice-Chancellor.