



**LUND**  
UNIVERSITY

Vice-Chancellor

DECISION

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29 October 2015

Reg. no STYR 2015/1170

## **Guidelines for the extension of doctoral studentships etc.**

### **Introduction**

This document regulates the right to the extension of a doctoral studentship, based on the stipulations of the Higher Education Ordinance. The purpose of the document is to make the assessment of such cases more uniform. The respective faculties are responsible for their own procedures for how the application is to be made, or when it is to be submitted.

The extension of a doctoral studentship is regulated in Chapter 5 Section 7 of the Higher Education Ordinance.

Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts.

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A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for four years.

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The total period of employment may, however, exceed that stated in the third paragraph if special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave.

Elected office within students' organisations, and as a student representative within a university body at Lund University are regulated in a special decision (reg. no IG 9 4011/2006).

### **Guidelines**

If a doctoral student at Lund University has been on leave/been absent due to illness, parental leave and leave of absence for military service, or due to an elected position within a trade union, the doctoral student's employment *shall* be extended, on the doctoral student's request.

The background to this decision is that Lund University wants to offer doctoral students – whose contributions to both education and research are of great importance to the University – good opportunities to complete their studies and produce a doctoral thesis or artistic research project of high quality.

### **Conditions for the extension of a doctoral studentship**

For the right to have their doctoral studentship extended, except in cases of departmental duties, the doctoral student must have reported their sick leave, or been granted leave in accordance with the established laws and agreements, and according to the procedures at the respective faculties.

### **Calculation of the extension**

For leave/absence of no more than five consecutive full-time working days per period of absence, the studentship is to be extended with the equivalent number of working days. For longer full-time absences, the studentship is to be extended with the equivalent period of time. (Absence of one month and three days corresponds to an extension of employment of one calendar month and three days).

Partial leave is to be translated into full-time leave, or into the relevant percentage of full time of the doctoral studentship concerned, and the extension is then determined in the same way as for full-time leave/absence, in accordance with the above calculations. (Leave of two working days at 50% corresponds to an extension of one full-time working day; leave of two weeks at 50% corresponds to an extension of one week full time).

### **Authority to decide on an extension**

The faculty boards have been delegated by the Vice-Chancellor the authority to decide on human resources matters at the respective faculties, with the exceptions determined by the right of decision of the Vice-Chancellor and the Head of Administration. Sub-delegation is permitted, which means that it is important to clarify which person at each faculty has been delegated authority and thereby decides on the extension of doctoral studentships.

### **Management of doctoral students' annual leave<sup>1</sup>**

From a work environment perspective as well as an organisational perspective, it is important that doctoral students take their entire annual leave, preferably after midsummer when most teaching staff go on holiday.

### ***The basic principle is that all annual leave is to be taken before the termination of employment***

The employer determines when the annual leave is to be taken, but the employee's requests are to be taken into account. Unless there are special reasons, and unless the employee is actively saving vacation days, the employer is obliged to make the entire annual leave available to the employee. On the condition that the doctoral student has at least 20 days of annual leave per year, they have the right to save one or more days for another calendar year. Employees may not save more than 35 days.

If a certain part of the annual leave was not taken during the year due to illness or other special circumstances, they will be saved for another year. If there are more

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<sup>1</sup> The doctoral students' annual leave is managed in the same way as for all employees (who are not part of any collective local agreement pertaining to this issue), in accordance with Chapter 5 of the collective agreements on salaries and benefits (Villkorsavtal/Villkorsavtal-T).

than 35 saved days, holiday pay will be issued for the remaining number of days. Accordingly, saved annual leave does not warrant an extension of employment.

The doctoral student is to receive holiday pay for any annual leave remaining at the time of termination of employment.

### **Departmental duties**

The rules on departmental duties are included in Chapter 5 Section 2 of the Higher Education Ordinance.

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, artistic research and administration. Before a PhD or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full-time post.

The doctoral student's working hours for performing departmental duties are regulated in the agreements on working hours for teaching staff.<sup>2</sup> The opportunities for and management of departmental duties are different at each faculty. It is to be noted that doctoral students cannot be obliged to work overtime, that is, be required to perform departmental duties that exceed 20 per cent of a full-time position. The doctoral student is also covered by the rules that apply at the faculty where he or she is employed. Because of the differences in terms of the calculation of teaching and departmental duties, there are no general rules on how to determine a possible extension.

Negotiations in accordance with the Employment (Co-Determination in the Workplace) Act took place on 6 May 2015.

### **Decision**

The University decides that the present guidelines are to enter into force on 1 January 2016.

The decision on this matter was made by the undersigned Deputy Vice-Chancellor in the presence of the Head of Administration Susanne Kristensson after a presentation by the Assistant Head of Human Resources Kristine Widlund.

Eva Wiberg

Kristine Widlund  
(Human Resources)

Copy to:  
Lund University Students' Unions (LUS)  
Doctoral student ombudsman

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<sup>2</sup> Local agreements on working hours for teaching staff and others at Lund University with SACO, OFR and SEKO.

Student ombudsman  
Faculties/equivalent  
Divisions/equivalent  
Internal Audit Office  
Rules and regulations