



Subject area: 3. First-/second-/third-cycle education

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Document(s) repealed: Prolongering av forskarstudier vid förtroendeuppdrag SLU.Itv.2019.1.1.1-21

Annex to: Rutin för prolongering av studietiden för forskarstuderande med förtroendeuppdrag inom LTV-fakulteten

Procedure for extending the study period for research students with a position of trust within the LTV faculty

Research students at the LTV faculty have the right to prolongation as compensation for positions of trust within faculty bodies and/or doctoral councils, regardless of the form of financial support. Only positions for which one is elected can be the basis for prolongation. The number of days must correspond to the amount of work that the fiduciary assignment is expected to take and also includes meeting time, preparation time and follow-up work in the form of reporting.

List of positions of trust that justify extension for research students

Elected office	Prolongation per year*
Chair PhD council LTV	25 days per year with the possibility to transfer a number of days to the vice chair.
Vice chair PhD council LTV	10 days
Member PhD council LTV	6 days
Secretary PhD council LTV	16 days
Treasurer PhD council LTV	13 days
Communication responsible	12 days
Member of the Faculty Board	11 days
Member of the Docent Board	8 days
Member of Doctoral Education Committee FUN-LTV	6 days
Member of JLV committee	2 days
Member of FOMAN-LTV	2 days
Assistant coordinator, research school	12 days
Doctoral student representative in department board	8 days

*If the requirement of attendance is met.

Information regarding prolongation

Research students who have held positions of trust at faculty level according to the above list are entitled to prolongation. The specified prolongation applies to holding a position of trust for a period of one year and must be confirmed by the chair of the doctoral council.

It is recommended that a research student does not have more than one assignment per year.

Compensation for working days is paid according to the research student's current monthly salary and is paid to the department where the research student is employed.

For research students without employment at SLU, a short-term employment corresponding to the days covered by the extension is made.

Doctoral council board positions (chair, vice-chair, secretary, treasurer, communication officer):

- Prolonged with the number of days for the assignment that is in the list.
- The assignment includes participation in the doctoral council meetings.

Doctoral Council member:

- There are a total of 17 places which are allocated to members of the committees according to the above list, members with assignments within bodies at central level at SLU and elected members.
- It is part of the assignment to participate in the council's meetings and in the council's work, for example by being part of a working group.
- If a place is left vacant, it can be filled later during the year.

Member of a committee or similar:

- Prolonged with the number of days for the assignment that is in the list.
- The assignment includes reporting back to the doctoral council from the meetings.
- Is also a member of the doctoral council.

All positions in doctoral councils and committees must be elected and reported annually.

Other PhD students can participate in meetings of the doctoral council but do not receive compensation.

Requirements of attendance

Committee members are required to attend 75% of the committee's meetings during a year. Absence due to circumstances beyond the control of an ordinary member, for example illness, should be assessed as "attendance" if a deputy has participated. In case of lower attendance, no prolongation is paid. In case of a longer absence from work due to illness, parental leave etc. attendance is calculated only on the period the person has been at work.

If the assignment is transferred to another person during the year, attendance is calculated for that person for the period that one has had the assignment.

A deputy member can be credited with prolongation for actual participation in meetings, for meetings shorter than 4 hours the deputy is compensated with 0.5 day and for meetings that last 4 hours or longer is compensated by a full day.

Prolongation is not permitted for participation in a meeting as a deputy if a regular member also participates.

Participation in the doctoral council meetings

For participation in the meetings of the Doctoral Council, attendance is required at 75% of the council's meetings during the year.

If the assignment is transferred to another person during the year, attendance is calculated for the period that one has had the assignment.

SLU level

Prolongation for assignment at SLU level, in central or national boards, contact the secretary of FUR, Division of Planning, SLU.

Assignment at the department

Research student representative who is part of the department's management group (or similar such as e.g. the local collaboration group) is appointed by research students at the department.

It is recommended by the faculty that a doctoral student who has participated in the department board is prolonged with 8 days per year. Contact the department for further instructions.

Procedure for extension of time and payment of compensation to the department

1. At the end of each year, the Doctoral Student Council must send a list of the research students who have held positions of trust at the faculty to the faculty office (Faculty Administrator, LTV office). The list must also be sent to the relevant research students and HR support at the departments.

2. The research student must annually inform the main supervisor about the assignments. The assignments must be documented and attached to the individual study plan. For the reporting in Ladok that takes place half-yearly, settlement must be made of the corresponding days per semester as indicated in the table above.

3. At the end of the third-cycle education, the research student applies for extension. This means an extension of service/equivalent (beyond 4 years of net study time) and must correspond to the total time that the research student had a position of trust during the education. The dean decides on extension and funds can then be requisitioned from the faculty (Faculty Economist, LTV office).

Provisional regulation

For research students who have held positions of trust up to 31 December 2023 is granted an extension according to the previous decision SLU.ltv.2019.1.1.1-21.