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Swedish University of Agricultural Sciences

**Faculty of Natural Resources and
Agricultural Sciences**

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Annex to: Minutes of the NJ Faculty Board (FN-NJ) 24/04/2025 §43

Extension for doctoral students holding elected positions at the NJ Faculty

Elected positions constitute special grounds for extension of a doctoral studentship or another form of employment, and are discussed in Chapter 5, Section 7 and Chapter 6, Section 29 of the Higher Education Ordinance (HF).

A doctoral/PhD student at the NJ Faculty shall have their employment extended by way of compensation for elected positions within faculty bodies and/or ULS PhD student councils, regardless of the form of remuneration. Only positions to which the student is elected can be used as a basis for extension. The extension must be proportionate to the amount of work entailed in the position.

Apart from membership in a faculty body or the ULS PhD Student Council at the NJ Faculty, extensions should also be granted for membership in boards for international and national PhD organisations with a clear mandate for international and/or national coordination and lobbying for PhD students' interests. The level (number of days/years) must follow the Association of Swedish Higher Education's recommended guidelines (see Appendix 1).

The right to an extension is not granted for

- participation in a PhD student council meeting as a non-member/deputy
- participation in a meeting as an adjunct member
- participation in a meeting as a deputy where the regular member is also present (with the exception of a deputy in a doctoral education committee).

Table 1.

Position	Extension (number of working days/years)
ULS PhD student council, chair	25
ULS PhD student council, secretary	15
ULS PhD student council, first deputy chair	10
ULS PhD student council, second deputy chair	10
ULS PhD student council's 5th member	10
Member of the ULS PhD student council	5
Convenor of the election committee, ULS PhD Student Council	5
PhD student representative on the faculty board	10
PhD student representative on the academic appointments board	2 x the number of full-day meetings
PhD student representative on the doctoral education committee	5
Deputy on the doctoral education committee	5
PhD student representative on the EMA Council (Fomar)	7
PhD student representative on the "samverkansnämnd"	5
PhD student representative on the Faculty committee for inclusive work environment	5
PhD student representative on the docent board	8

The Division of Planning is responsible for elected positions on university-wide boards and councils.

For PhD students without employment, an extension shall be granted in the form of remuneration corresponding to 75% in the doctoral student salary agreement.

Prolongation should only be paid when the doctoral student has attended at least 70 percent of the meetings he or she were called to attend.

Instructions to departments regarding extension of time and payment of remuneration

1. The chair of the PhD student council shall send, on an annual basis in January, a list of the PhD students who have held elected positions at the faculty during the previous year to the education officer for PhD education at the faculty office (forskarutbildning-NJ@slu.se). The chair of the PhD student council shall also inform the PhD students concerned and contact persons for doctoral education at the respective departments.
2. The education officer for PhD education at the faculty checks the information and informs the financial officer at the faculty. The financial

officer at the faculty is responsible for calculating remuneration for elected positions and respective payments to the departments concerned. The departments do not need to request funds from the faculty.

3. The PhD student shall inform the department annually of which positions he or she holds. The positions shall be recorded in a document (documentation from the PhD Student Council; see point 1) enclosed with the individual study plan. For reporting activities in Ladok, deductions shall be made corresponding to the days per semester given in the table above.
4. At the end of the PhD student's studies, an extension can be granted following the decision of a head of department. This entails the extension of a post/equivalent (exceeding 4 years' net study time) corresponding to the total time during which the PhD student held an elected position during their education.