

## **Guide - administrative introduction and administrative handling of an SLU-employed doctoral student.**

There are several different introductions for an SLU-employed doctoral student, such as, for example:

Review of the doctoral education with the director of studies, doctoral student and principal supervisor.

Tour of the department with the supervisor, safety officer, department coordinator.

Review of Primula/administrative introduction with HR.

Welcome to SLU – overall and by faculty.

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Below you can find a suggestion for how the administrative introduction and administrative handling of an SLU-employed doctoral student can be carried out. To follow it is of course optional.

### **HR reviews the routine with:**

**Head of Department– once, and when the information is updated.**

**Supervisor – once, and as a suggestion, the first time he/she is appointed supervisor, and when the information is updated.**

**Doctoral student – in connection with start of employment and the administrative introduction of Primula.**

### **HR informs the following:**

Review of the doctoral student salary agreement, when a salary increase takes place, what is required for achieving the various grades, and how HR receives the information.

Review of holiday leave taken, in which the importance of taking holiday leave is explained, that it can be difficult to take time off during the last year before the public defence of the doctoral thesis, and that there should be a plan established with the supervisor/head of department in the event of a high outstanding balance of untaken holiday days. Inform how the review/follow-up works so that the doctoral student has the opportunity to take holiday leave during his/her employment.

Inform the supervisor that untaken holiday leave is paid out instead and that a follow-up of the current outstanding balance of holiday days will be carried out annually in connection with the staff appraisal.

Inform about the right to extension due to illness, parental leave, assignments, etc. (Higher Education Ordinance)

Inform that parental leave is based on holiday pay for the first 360 days, which means that the doctoral student retains his/her holiday days despite his/her parental leave, which requires further monitoring that holiday leave is actually taken. To plan and enter his/her holiday in Primula before taking parental leave.

Review of Primula. Send the department's customised welcome material and refer to the linked pages and Staff Web for more information.

Last updated: 23 March 2022

## Salary increase, extension, and holiday leave monitoring

**Starting salary:** according to the doctoral student salary agreement– in the employment contract.

**Completed one year's net period of study:** HR checks with the supervisor and extends by one year and enters a salary increase (SEK 500/month). The increase applies from and including the month after the doctoral student has completed one year's net period of study. Holiday summary, HR notifies the supervisor (cc head of department) if necessary.

**Completed mid-way review:** HR checks with the supervisor and extends by one year. After completed mid-way review, HR receives the decision from the doctoral education's director of studies and then enters a salary increase (SEK 1500/month). The increase applies retroactively after completion of the mid-way-review from the first of the month after two years' net period of study has been completed. Holiday summary, HR notifies the supervisor (cc head of department) if necessary.

**Completed three years' net period of study:** HR checks with the supervisor and extends by one year and enters a salary increase (SEK 1500/month). The increase applies from and including the month after the doctoral student has completed three years' net period of study. Holiday summary, HR notifies the supervisor (cc head of department) if necessary.

The director of studies informs HR after the follow-up meeting (75%) with the doctoral student. This has no connection with the extension or increase in salary, for information only!

### **Degree of Doctor**

***Within the Higher Education Ordinance:*** Doctoral student submits degree certificate to HR that enters a salary increase (SEK 1500/month). The new salary applies from and including the 1st of the month stated on the degree certificate. Untaken holiday leave is paid out the month after the last day of employment.

***Within the employment:*** Doctoral student submits degree certificate to HR that enters a salary increase (SEK 3000/month). The new salary applies from and including the month after the date stated on the degree certificate

### **Degree of Licentiate**

***Within the Higher Education Ordinance:*** Doctoral student submits degree certificate to HR that enters a salary increase (SEK 1500/month). The new salary applies from and including the month after the date stated on the degree certificate.

***Within the employment:*** Doctoral student submits degree certificate to HR that enters a salary increase (SEK 1500/month). The new salary applies from and including the month after the date stated on the degree certificate.

## Extension/prolongation

At the end of the doctoral student employment (or when the need arises) HR draws up the documentation in Primula for the absence extension (in accordance with the Higher Education Ordinance's valid absences) such as leave due to illness, leave for service in total defence, positions of trust within trade unions and student organisations or parental leave. HR checks with the supervisor and head of department and enters the extension in Primula.

The extension may also be due to:

Work/assignment at the department

Work/assignment for the faculty

Work/assignment at central SLU level

The doctoral student self-reports on the days that shall form the basis for the prolongation:

Work/assignment at the department -> Head of Department -> HR

Work/assignment for the faculty -> Secretary of the Doctoral Education Committee (FUN) at the LTV faculty -> Vice Dean for doctoral education and Dean-> HR

Work/assignment at central SLU level-> Secretary of the Council for Doctoral Education (FUR) -> doctoral student -> HR

A copy of the decision is sent to HR that enters the extension in Primula. HR contacts the department's economist since some compensation for extension may be compensated from SLU centrally, the faculty, the department, GU or other project.

## Salary review

The starting salary in the doctoral student salary agreement is revised annually in connection with the salary review. Doctoral students already employed receive a salary increase of the corresponding amount.

## Links

[Doctoral education at SLU](#)

[Doctoral student salary agreement](#)

## Contact information

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