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Document(s) repealed: Prolongation för doktorander med förtroendeuppdrag inom NJ-fakulteten (SLU ua 2016.1.1.1-2080)

Annex to: Minutes of the NJ Faculty Board (FN-NJ) 2018-06-14

Extension for doctoral students holding elected positions at the NJ Faculty

Elected positions constitute special grounds for extension of a doctoral studentship or doctoral grant, 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 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 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).

Position	Extension (number of working days/years)
PhD student council, chair	25
PhD student council, secretary	15
PhD student council, first deputy chair	10
PhD student council, second deputy chair	10
PhD student council's 5th member	10
Member of the 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 Equal Opportunities Committee	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 PhD student council shall send, on an annual basis, a list of the PhD students who have held elected positions at the faculty to the faculty office (Faculty financial officer, NJ-kansliet, Box 7082). The list shall also be sent to the PhD students concerned as contact persons for doctoral education at the appropriate departments.

2. 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.
3. 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. For elected positions at the faculty (as per the table above), funds corresponding to the PhD student's salary (incl. employer's contributions and overhead costs) can be obtained from the faculty (Faculty financial officer, NJ-kansliet, Box 7082).

Annexes

Recommendation regarding guidelines on remuneration for PhD students' study time in international and national elected positions (SUHF 10/10/2007, ref 07/065).