| **Planeringsavdelningen/Avdelningen för lärande och digitalisering** | 20ÅÅ-MM-DD |
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Form for reporting study activity and form of support for doctoral students

*Once every semester SLU gather information on the study activity and form of support for all doctoral students. The information is used for registering in Ladok and for reporting to Statistics Sweden (SCB). Each doctoral student can check which information is registered in Ladok using* [*Ladok student*](https://internt.slu.se/verktyg/doktorandutdrag/)*.*

***Study activity*** *= proportion of time that has been devoted to studies during the last semester.*

***Form of support*** *= form of support (for example employment as doctoral student of employment at an external company) for the time that the doctoral student has devoted to studies.*

* **Fill in the requested information and send the form by e-mail to the address below.**
* You will find more information about form of support and how to calculate the study activity on page 2 in this document. You will also have the possibility to write free text answers. **Please follow the instructions provided by your administrator.** Some examples are provided at the end of this document.

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| *(****The administrator*** *will write his/her e-mail address before distributing the form.)* | | |
| *E-mail adress to the administrator* | **senast** | *Fyll i datum för sista svarsdag här* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Name of doctoral student* | | | | *Personal identity number* | | | | |
| *E-mail address* | | | | *Doctoral education subject* | | | | |
| *Semester*  Spring  Autumn Year Välj år | | | | *Average study activity for the semester*  % | | | | |
| *Form of support\* (in per cent, and the sum shall always be 100 %)* | **BSL\***  % | **DTJ\***  % | **AUH\***  % | **FTG\***  % | **ÖVR\***  % | **STP\***  % | **HTJ\***  % | **= 100 %** |
| *Comments:* Click or tap here to enter text. | | | | | | | | |
| *I have resigned my education* | | | | *Date for resignation:* Välj datum | | | | |
| *\** *A description of the various forms of support can be found on the last page of this document. There you will also find explanations for the abbreviations used above.* | | | | | | | | |

## With the help of the doctoral student's own registration of activities that are not included in the doctoral education and other relevant information about, for example, sick leave, **the main supervisor and the doctoral student** jointly go through how much time has been spent on doctoral studies during the past six months. They then agree on the level of study activity and fill in the information in the boxes in this document and send it to the responsible administrator.

**Calculation of study activity and actual period of study (nettostudietid)**

In order to be able to calculate the level of study activity, information is needed on how much time has been spent on **other duties** than doctoral education. SLU recommends that you, as a doctoral student, continuously register the type and extent of activities that are **not** included in the education but are conducted in parallel with the doctoral education. For this purpose you can use an SLU-approved template that calculates the activity to be reported in this form (you will find the template on the staff website [“Planning and follow up”](https://internt.slu.se/en/support-services/education/doctoral-education1/doctoral-education-content/planning-and-follow-up/) under the expandable menu "Period of study and study activity").

Full-time studies = 100% study activity. Study break = 0 percent study activity. For example, if you have been on leave, sick, parental leave or taken care of sick children (VAB), your study activity will be lower than 100%. Then you can calculate the percentage using the template above. Holidays do not affect the level of activity. You can read more about which activities should not be included in your net study time on the web page for [“Planning and follow-up”.](https://internt.slu.se/en/support-services/education/doctoral-education1/doctoral-education-content/planning-and-follow-up/) Study activity must also be reported for those who have graduated or graduated during the current calendar semester. When changing doctoral education subject, interruptions must be added to the old subject.

### **Reporting form of support**

You should only report the form of support you have while you are engaged in doctoral studies. Thus, for example, the form of support for teaching or other type of departmental service shall not be reported. The sum of the forms of support for a person in a doctoral education subject must always be 100 percent, even if the activity for the current semester is lower. Everyone who reports an activity between 1 and 100 percent must also state the form of support. The rate of each form of support is calculated on an average over the semester. If the activity for a calendar semester is 0%, you do not need to specify the form of support.

### **Abbreviations for the different forms of support**

**DTJ** Employment as doctoral student at a university or a university college, regardless of who finances the employment.

**AUH** Other employment outside the university (than at companies) with the doctoral education conducted within the employment, e.g. employment with authorities, municipalities, county councils or trade unions.

**FTG** Doctoral student who is employed by a company (and receives his/her salary from the company) and conducts doctoral education within the employment. By company is meant the business community, ie. limited companies (including state-owned companies, banks, insurance companies), trading companies, limited partnerships and sole proprietorships. Employment at the university that is financed by companies is not stated here, but under another suitable form of support.

**ÖVR** Support is missing, or employment without connection to doctoral edcuation. Also student finance (studiemedel).

**STP** Scholarship (also foreign, but so called ”allowance” from Sida shall not be registered as a scholarship).

**HTJ** Other employment (other than as a doctoral student) within SLU or another university/college (including a foreign institution) which means that education at doctoral level can be conducted within the employment. (Foreign doctoral students in a Sida-funded program usually have employment at their home university and also have a grant from Sida for increased living expenses (“allowance”). For the part of the support that is employment at a foreign university, you should use HTJ. For the grant part of the doctoral student's funding, the form of support is stated as "BSL " see below.)

**BSL** Allowance provided by Sida.

### **Examples:**

*- You have 100% employment as doctoral student, of which 20% is departmental service - then the study activity will be 80%. The form of support is stated as 100% DTJ.*

*- You start your doctoral education 2/3 into a semester and you are employed by SLU in a position other than a doctoral position. The study activity for the semester will then be 33% and the form of support is stated as 100% HTJ.*

*- You are a doctoral student but work at the university animal hospital 30% of your time. The study activity then becomes 70% and the form of support is stated as 100% DTJ.*

*- You are a half-time doctoral student and have an employment as a half-time doctoral student. Then you state 50% study activity and 100% DTJ.*

*- You are a half-time doctoral student and have an employment at a forestry company. Then you state 50% study activity and 100% FTG.*

*- You are a doctoral student in a Sida program and are employed at a foreign university. For the time you spend in Sweden, you also have a grant from Sida for increased living expenses (“allowance”). For the part of the support that is employment at a foreign institution of higher learning, enter the HTJ. For the contribution part (so-called subsistence allowance/allowance) of your livelihood, the financing type BSL is indicated.*