

Regulations for Extending the Education and Employment Period for Doctoral Students and Regulations Regarding Elected Positions

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Short Summary	Regulations for the extension of the duration of education and employment for students due to illness, leave for service in the armed forces, and parental leave. The regulations also describe management of positions of trust in trade unions and student organizations, as well as participation in evaluations and reviews.

1 Background

These rules are based on provisions in the Higher Education Ordinance (HF) (Chapter 5, Section 7) and apply to doctoral students admitted to the SEDU (Swedish Defence University). For other doctoral students, the education is governed by the regulations of the admitting university.

Education time refers to the time during which an individual admitted to doctoral-level education has the right to supervision and other resources, such as taking courses. Even if a doctoral student's program has expired, they have the right to take exams for previously completed courses and to defend their doctoral thesis or scientific paper for a licentiate degree.

Doctoral employment refers to the funding of education at the doctoral level through employment as a doctoral student, as outlined in Chapter 5 of the HF. Its duration typically corresponds to the education time.

The HF specifies that:

A person appointed to doctoral studentship must primarily dedicate time to their own studies.

However, an employee may work to a limited extent with education, research, artistic research and administration. Before a doctorate or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full-time post. (Chapter 5, Section 2).

(...)

However, the total period of employment may be no longer than that equivalent to full-time third-cycle studies of four years. For studies that conclude with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. (Chapter 5, Section 7).

(...)

The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, service in the Swedish defence forces, or an elected position in a trade union or student organisation, or parental leave. (Chapter 6, Section 29).

2 Local Regulations

These local rules apply to all forms of funding (doctoral employment, other employment within a subject/department, or scholarships).

For research studies funded by scholarships, the extension of the scholarship period is covered by insurance (HF, Chapter 1, Section 11c).

2.1 Grounds for Extension

Reasons for extending the education time may include sick leave, leave for service in the armed forces, assignments within labor unions and student organizations, or parental leave (HF, Chapter 5, Section 7).

In accordance with this, positions as elected representatives at SEDU are grounds for extending the education and employment period as a doctoral student. This also applies to membership in boards of international and national doctoral student organizations with clear responsibilities for international and/or national coordination and representation of doctoral students' interests.

Similarly, positions as assessors/reviewers for SEDU, other universities, or the Swedish Higher Education Authority (UKÄ) are grounds for extension. This includes UKÄ's departmental reviews, educational evaluations, examination permit reviews, and SEDU's university-wide evaluations and reviews.

Leave of absence (for reasons other than those mentioned above) is not a ground for extending the education time.

2.2 Departmental duties

In accordance with the Higher Education Ordinance, the doctoral student's employment is extended by the duration of departmental duties. This service may include work related to education, research, or administration and may account for up to 20 percent of working time, totaling a maximum of twelve months beyond the four-year education period.

2.3 Regulations Regarding Elected Positions

A doctoral student at the Swedish Defence University plans, in consultation with their supervisor, the time for elected positions (internal and external) as well as assignments as assessors/reviewers. This can be planned to take place either within the departmental duties time or as an extension of the education and employment period, regardless of the form of funding. If elected positions are planned as an extension, this should be done in consultation with the head of department, as it may impact the future budget.

Assignments as assessors/reviewers for UKÄ are remunerated. There are two options according to The Association of Swedish Higher Education Institutions (SUHF):

1. The doctoral student takes leave to carry out the assignment and receives the compensation personally. The employment/study period is extended by the duration of the leave.
2. The compensation is paid by the assigning party to the university. The employment/study period is extended by the number of days for which the assigning party compensates the university.

The handling of this is decided on a case-by-case basis by the respective subject/ director of studies for the relevant third-cycle subject area, following preparation by the doctoral student and supervisor.

2.4 Calculation of Time

The time allotted for elected positions, evaluations, and reviews is regulated in the doctoral student's individual study plan for third-cycle studies. The calculation of time is specified in the table below, where ten working days (80 hours) correspond to 5 percent of full working time. The level (number of days/assignments) follows the recommended guidelines of SUHF (REK. 2020:2).

Elected positions held for less than 3 months can be managed within the departmental duties but cannot be the basis for an extension.

Assignment	Extension (number of days)
Board of Directors and FoUN, Member, Deputy	4 days/year + 1 day/meeting
Committees and councils	2 days/year + 1 day/meeting
Chair of the student union's doctoral section	4 days/year + 1 day/meeting
Subject councils	2 days/year + 1 day/meeting
University-wide working groups, evaluations, and reviews	According to a special decision by the dean
Working groups, departments, or subjects	According to a special decision by the head of department
International and national doctoral student organizations	According to a special decision by the dean
For UKÄ	According to a special decision by the dean

Time spent participating in meetings as a member, deputy, or co-opted member can be deducted.

2.5 Validity of the Decision

Doctoral students' time for elected positions, evaluations, and reviews should be planned in accordance with these rules starting from 2024. Elected positions, evaluations, and reviews conducted in 2023 or earlier are handled in accordance with Ö 603/2018.

3 Management

- All assignments should be documented in the doctoral student's individual study plan for third-cycle studies.
- The assignments should be noted in a document attached to the individual study plan for third-cycle studies.
- Monitoring and the basis for decisions on possible extensions due to elected positions are managed by the respective subject/ director of studies for the relevant third-cycle subject area following preparation by the doctoral student and supervisor. Extensions based on other reasons mentioned in Chapter 6, Section 29 of the HF are managed by the Research, Education and Student Office (FUS). The cumulative extension is presented to the head of research, and the decision on extending the doctoral employment is made annually. Any increased costs are handled in the quarterly dialogues through budget adjustments.