



LUND UNIVERSITY

Faculty of Science

Faculty Office

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Regulations for calculating extensions of doctoral studentships

Those who are employed on doctoral studentships shall mainly focus on their own research studies, but can also to a limited extent, up to a maximum of 20 % of full-time, work in education, research outside their own projects and administration (i.e. departmental duties). The Head of Department acts as supervisor and has the final decision on the distribution of duties. The regulations concerning departmental duties are to be found in Chapter 5 of the Higher Education Ordinance. It is important that calculation of time and financing is conducted in a consistent way at all departments, which is why there is good reason for formulating faculty-wide regulations in this area.

In addition to departmental duties, extension of doctoral studentships can also be applicable due to special reasons in accordance with Chapter 5 Section 7 of the Higher Education Ordinance (e.g. student union activities, parental leave, illness, etc.). Such extensions are regulated by laws and agreements that the faculty is responsible for following, and are therefore not included in this document.

Calculation of extent

1. Clear and transparent rules shall apply for the calculation of the extent of departmental duties. If conversion factors (e.g. one hour of exercises counts as two clock hours) are used within the department, these are to be defined and known, and be consistent with those applied for other teaching staff.
2. The departmental duties should be planned well in advance, so that the doctoral students can plan their time.
3. The departmental duties are to be planned and recorded in the individual study plans, and discussed at the annual review of the plan.
4. Compensation due to departmental duties is in the form of an extension of the doctoral studentship period. This can be done either by the allocation of the departmental duties as a certain percentage or that departmental duties are accounted for on an hourly basis. Allocation has the advantage that from the start both parties have an idea of when the doctoral studentship will end. The faculty therefore recommends that departments use the allocation option as long as this is suitable from an administrative perspective.
5. The departmental duties shall be allocated to the correct area of activities (e.g. 11 for duties within undergraduate studies), and checking is to be carried out to confirm that the time spent by the doctoral student corresponds to the allocation. If this is not the case, the doctoral studentship period or any remaining planned duties shall be adjusted according to the actual circumstances. The time spent by the

doctoral student is to be defined as a percentage of annual working hours according to applicable local agreements (currently 1756/1732/1700 hours, depending on age) as follows:

$$\frac{\text{hours worked}}{\text{annual working hours (hr)}} \times 100$$

6. If time accounting is done on an hourly basis, the extension is to be calculated in calendar days based on the relevant doctoral student's annual working hours. The following formula is to be used:

$$\frac{\text{hours worked}}{\text{annual working hours (hr)}} \times 365$$

With this model, annual leave and work-free days are included in the extension and the doctoral student can take annual leave during the period of duties without the actual period of study being shortened. Hence, it follows that annual leave generated by the extension is to be taken in accordance with the relevant LU rules on taking annual leave.

7. In cases where doctoral students from different divisions/departments carry out the same type of departmental duties (e.g. are involved in similar components of the same course) this work shall generate the same period of extension.

The decision in this matter was made by the Dean after a briefing by Tobias Nilsson and consultation with the Presiding Committee. This decision comes into force on 1 January 2013 at which point the previous guidelines (N 2011/434), dated 21 June 2011, cease to apply.

Olov Sterner
Dean

Tobias Nilsson
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