



UPPSALA  
UNIVERSITET

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# Guidelines for extending the period of employment and study for doctoral students in elected positions

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Adopted by the Vice-Chancellor, 1 February 2022

## GUIDELINES FOR EXTENDING THE PERIOD OF EMPLOYMENT AND STUDY FOR DOCTORAL STUDENTS IN ELECTED POSITIONS

## Guidelines

Guidelines for extending the period of employment and study for doctoral students in elected positions.

The very valuable work that doctoral students perform in elected positions on the University's boards, committees and councils is compensated in the form of an extension of the time allowed for them to complete their thesis. The intention is to compensate doctoral students for the time they devote to their duties as elected representatives so that these responsibilities have a neutral effect in terms of their net period of study.

The Higher Education Ordinance (Chapter 6, Section 29) states that a doctoral student's period of study may only be extended if there are special grounds for doing so. An elected position in a trade union or student organisation is an example of special grounds. Equivalent provisions apply to the period of employment (Higher Education Ordinance, Chapter 5, Section 7).

As the amount of work required can vary widely between different bodies, the guidelines express a minimum level. In the case of elected positions funded by a disciplinary domain/faculty board, the board has the right to decide on a further extension. Such decisions are taken upon application by the doctoral student concerned.

The guidelines for extending the time allowed to doctoral students apply irrespective of the type of funding they have.

The extension indicated corresponds to compensation for holding an elected position for one year. A certificate and minutes are required to prove occupation of the position. A decision on extension means that the home department receives compensation for costs equivalent to the number of working days specified below. The calculation is based on the doctoral student pay scale in effect at the time of application, at the 80% stage.

An application for funding must be made while the doctoral studies are in progress but no earlier than six months before the normal period of doctoral studies would end.

The following minimum levels and responsibility for costs apply to the extension of time allowed for students in doctoral-level education holding elected positions.

| <b>Role</b>                                  | <b>Financier</b> | <b>Extension<br/>Number of<br/>working<br/>days / year</b> |
|--|------------------|--|
| <b>University Board</b>                      |                  |  |
| Member                                       | University       | 20   |
| Alternate member                             | University       | 20   |
| <b>Representative positions</b>              |                  |  |
| Advisory Board for Research                  | University       | 5  |
| Advisory Board for Education                 | University       | 5  |
| Advisory Board for External<br>Collaboration | University       | 5  |
| Advisory Board for Internationalisation      | University       | 5  |
| Advisory Board for Equal Opportunities       | University       | 5  |
| Research Infrastructure Board                | University       | 5  |

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|  |                                     |    |
|--|-------------------------------------|----|
| Library Board  | University                          | 5  |
| Other elected positions on boards, committees and councils established by the University Board, Vice-Chancellor or University Director   | University                          | 5  |
| Other elected positions on boards, committees and councils established by a disciplinary domain/faculty board  | Disciplinary Domain / Faculty Board | 5  |
| Disciplinary Domain/Faculty Board  | Disciplinary Domain / Faculty Board | 20 |
| Doctoral Education Committee/Board   | Disciplinary Domain / Faculty Board | 15 |
| Recruitment Committee  | Disciplinary Domain / Faculty Board | 15 |
| Department Board   | Department                          | 10 |
| <b>Faculty Doctoral Student Council</b>  |                                     |    |
| Chair  | Disciplinary Domain / Faculty Board | 30 |
| Vice Chair   | Disciplinary Domain / Faculty Board | 10 |
| Secretary  | Disciplinary Domain / Faculty Board | 10 |
| Nominations Committee Chair  | Disciplinary Domain / Faculty Board | 5  |
| Treasurer  | Disciplinary Domain / Faculty Board | 5  |
| Member   | Disciplinary Domain / Faculty Board | 5  |
| Webmaster  | Disciplinary Domain / Faculty Board | 5  |
| Events Manager   | Disciplinary Domain / Faculty Board | 5  |
| <b>Doctoral Board</b>  |                                     |    |
| Chair  | University                          | 50 |
| Vice Chair   | University                          | 20 |
| Member   | University                          | 10 |
| <b>Boards of established international and national doctoral student organisations, such as Eurodoc and the Swedish National Union of Students and its Doctoral Student Committee.</b> |                                     |    |
| Chair  | University                          | 30 |
| Vice Chair   | University                          | 15 |
| Member   | University                          | 10 |

In addition to the roles mentioned above, positions such as assessor in the Swedish Higher Education Authority's HEI audits, educational evaluations and assessments of degree-awarding powers should also be grounds for extension. The number of days depends on the amount of time required by the role. In cases where the Swedish Higher Education Authority has made an assessment of the time involved, this should serve as guidance.

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These guidelines enter into effect on 1 February 2022 and replace the previous Guidelines for extending the period of study for doctoral students in elected positions (UFV 2014/72).