



Guidelines for extensions to doctoral studentships due to position of trust

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| Responsible unit | University Support Services |
| Description | The guidelines describe how doctoral students will be compensated for working hours on bodies on which doctoral students have student representation. A review will be conducted in the spring semester of 2025 in association with a new students' union agreement. |

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Background

The Higher Education Ordinance (Chapter 5, Section 7 and Chapter 6, Section 29) regulates how the total period of employment and education for a doctoral student may be extended if there are special grounds, such as leave due to an elected position in a trade union or student organisation.

These guidelines establish how the university manages extensions to the employment of doctoral students due to positions of trust and are a supplement to the university's *Guidelines for student influence*. The guidelines are also based on recommendations from the Association of Swedish Higher Education Institutions (SUHF, REK. 2020:2).

Appointments to positions of trust

Student representatives are appointed in accordance with Sections 7 and 9 of the Ordinance on Students' Unions. The student association that is Södertörn University's students' union appoints student representatives, including doctoral students. Only doctoral students appointed by the students' union are legitimate student representatives whose period of employment can be extended due to positions of trust. The students' union documents and provides information about representation to the person responsible for each body.¹ The university must send a request to the students' union when there is a position of trust open to a doctoral student.

Duties that provide grounds for extension

Due to positions of trust, work with the students' union and representation on the university's preparatory and decision-making bodies, extensions may be permitted using the number of clock hours stated in the table below. The primary basis is that the extension must be equivalent to the time required by the position, which includes preparation time prior to meetings equivalent to the length of the meeting. If duties are expanded, the number of clock hours are increased in relation to the scope of the position. For university-wide positions, the vice-chancellor decides on expanded duties after a presentation by the chair of the relevant body. For positions at academic schools, the head of school decides on expanded duties. The scope must be planned and agreed in advance. In cases where the doctoral student themselves states, or the students' union documentation shows, that duties have not been completed, the extension should be reduced by the equivalent number of clock hours.

For membership of university-wide bodies, temporary working groups or similar, an advance estimation of the position's scope must be made by the chair or equivalent, and a preliminary minimum number of clock hours that can be used as grounds for an extension established in the budget, in addition to those listed in the table below. The final number of clock hours are confirmed after the position has ended.

¹ *Avtal mellan Södertörns högskola och SöderS Södertörns högskolas studentkår* (Agreement between Södertörn University and SöderS, Södertörn University's students' union). Reg. no. 3926-1.1.2-2022
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The SöderS students' union currently compensates the work of the Nominating Committee with a fee. The Doctoral Students' Committee would like this compensation to take the form of an extension to employment; once the payment of fees ceases, compensation for the Nominating Committee will be 25 clock hours per year. The vice-chancellor bears the costs.

University-wide positions

| Position | Clock hours per year | Cost unit |
|---|---|-----------------|
| Doctoral Students' Committee | 432.5 to allocate among the committee | Vice-chancellor |
| Member of the Governing Board (4) | Fee set by Government decision (our reg. no. 1536/1.5.2/2014) | Vice-chancellor |
| Vice-chancellor's Management Council (5) | Meeting time x 2 | Vice-chancellor |
| Faculty Board (9) | Meeting time x 2 | Vice-chancellor |
| Committee for Research and Doctoral Education (FFU) (9) | Meeting time x 2 | Vice-chancellor |
| CBEES Council (4) | Meeting time x 2 | Vice-chancellor |
| CBEES Steering Committee (4) | Meeting time x 2 | Vice-chancellor |
| Council for Research Ethics (4) | Meeting time x 2 | Vice-chancellor |
| Advisory Board for Internationalisation (6) | Meeting time x 2 | Vice-chancellor |
| Publication Committee (10) | Meeting time x 2 | Vice-chancellor |
| Library Council (not active) | Meeting time x 2 | Vice-chancellor |
| Board for Strategic Collaboration (2) | Meeting time x 2 | Vice-chancellor |
| Health, Safety and Equality Committee (AMK) (4) | Meeting time x 2 | Vice-chancellor |

Number of meetings per year in brackets. If meeting hours increase and the scope of the position expands, see "Duties that provide grounds for extension".

Positions at academic schools

| Position | Clock hours per year | Cost unit |
|--|---|----------------|
| Management Board (9) | Meeting time x 2 | Head of school |
| Steering Committee for Doctoral Education (9 x 2) | Meeting time x 2 | Head of school |
| Health and Safety Committee at the school | Clock hours as agreed with the head of school | Head of school |
| Representation at subject level, e.g. subject council or supervisory collegium | Clock hours as agreed with the head of school | Head of school |

Number of meetings per year in brackets. If meeting hours increase and the scope of the position expands, see "Duties that provide grounds for extension".

Membership of boards for established international and national doctoral student organisations

According to the Association of Swedish Higher Education Institutions' recommendations, extensions must be permitted for members of boards for established international and national doctoral student organisations, such as Eurodoc or Sveriges Förenade Studentkår (Swedish National Union of Students) and its committee for doctoral students.

Recommended scope: Chair, 200-400 clock hours per year; deputy chair, 120-240 clock hours per year; other members about 80 clock hours per year. The time the position requires determines the number of clock hours. The scope must be defined before the position starts.

Other positions of trust

According to the Association of Swedish Higher Education Institutions' recommendations, extensions are permitted for positions such as evaluator in the Swedish Higher Education Authority's reviews of higher education institutions, educational evaluations and appraisals of degree-awarding powers. The scope is the number of clock hours necessary for the task. In cases where the Higher Education Authority has estimated the amount of time needed, this should be indicative. The scope must be defined before the position starts.

Process for extensions

The doctoral student is responsible for informing their line manager (head of department) about planned positions of trust once every six months. Reporting must be entered in the staffing system along with other staffing planning. Reporting is done via the assigned

function at the relevant school. Final reporting must be completed at least two months before the last employment decision ends. The extension must be approved by the head of department and registered in the university's staffing system. Decisions on extensions are made by the head of school based on reported information and are actioned after the doctoral student's final year.

The students' union is responsible for informing the university about which doctoral students hold positions of trust at the university. If there are questions about whether a doctoral student has fulfilled their duties in their position of trust, the chair of that body may be contacted.

A doctoral studentship may only be extended for positions held by the doctoral student during their studentship at the university.

Extensions to the period of employment for externally employed doctoral students are reviewed from case to case on the basis of the relevant agreement. In such cases, planning and consultation on the format and payment liability should be conducted with the employer before the doctoral student starts their position.

Compensation via remuneration

Doctoral students whose studentship has ended are compensated by the students' union according to set remuneration levels. Externally employed doctoral students may also be compensated via remuneration. To receive compensation, the doctoral student must be a member of the students' union and otherwise follow the adopted instructions.

A doctoral student who is a member of the university's Governing Board is compensated under a government decision with a set fee that is paid to them as an individual.

For compensation via remuneration/salary from employers other than the university, there are two options:

1. The doctoral student takes study leave to undertake their duties and is remunerated as an individual. The doctoral studentship is extended by the amount equivalent to the study leave.
2. The employer pays the remuneration to the university. The doctoral studentship is extended by the number of days for which the employer compensates the university.

Entry into effect

These guidelines enter into effect on 1 January 2024, when they will replace *Policy avseende möjlighet till förlängning av doktorandanställningen för doktorandrädsrepresentanter*, reg. no. 1601/21/2012