



Decided by the Vice-Chancellor 11 April 2017

Reg. no. 1094/1.1.2/2017

Replaces reg. no. 758/1.1.2/2013

## REGULATIONS FOR DOCTORAL STUDENTSHIPS AT SÖDERTÖRN UNIVERSITY

### 1. General terms and conditions

Pursuant to the Higher Education Ordinance (Chapter 7) a person accepted to third-cycle education must have guaranteed funding for the entire period of study. The most common forms of funding are a doctoral grant or a doctoral studentship. Södertörn University provides doctoral studentships for students admitted to third-cycle education. However, the total period of employment may be no longer than the equivalent of four years of full-time third-cycle education.

Södertörn University has a local collective bargaining agreement for the salary scale applicable to doctoral students, which regulates doctoral students' salaries.

### 2. Employment terms and conditions

Employment terms and conditions for doctoral students are generally the same as for other employees at Södertörn University, with the difference that doctoral students must primarily devote themselves to their studies. All doctoral students must be employed by one of the university's academic schools. In order to be employed, a doctoral student must be formally admitted to a higher education institution (HEI) that is entitled to award third-cycle degrees. Before the doctoral student can be admitted, funding must be guaranteed for the entire period of study. If funding is guaranteed and the doctoral student admitted at an HEI that may award third-cycle degrees, he or she may be employed.

*Procedure:* The first employment contract may apply for a maximum of one year; the decision on this appointment is made by the Vice-Chancellor and cannot be appealed. Usual practice at the university is that employment is then extended one year at a time. The decision to extend the employment period is made by the doctoral student's manager<sup>1</sup>.

### 3. Working hours

A doctoral student's working hours over a calendar year are affected by the number of days of annual leave. After deductions for used days of annual leave, employees with 35 days of annual leave have 1700 working hours, employees with 31 days of annual leave have 1732 hours and employees with 28 days of annual leave have 1756 hours. Annual working hours are calculated in clock hours.

*Procedure:* On extending a doctoral studentship, his or her annual leave must be checked. The total period of employment as a doctoral student includes earned annual leave. Annual leave is to be taken as one consecutive period in the summer, in accordance with the local collective agreement. If the doctoral student applies to save annual leave, this means that the total period of employment as a doctoral student is reduced by the equivalent number of days (as long as saved annual leave is not used). When planning parental leave, a doctoral student must also plan the use of his/her annual leave.

#### 4. Individual study plan

An individual study plan (ISP) must be drawn up for every doctoral student admitted to Södertörn University. An ISP describes the obligations of the doctoral student and the admitting HEI during the period of study and must be regularly followed up. At Södertörn University there are doctoral students who are both admitted and employed at here, as well as doctoral students who are employed here but admitted at another HEI. The HEI at which the doctoral student is admitted always has the primary responsibility for his or her third-cycle education, regardless of whether or not the research is conducted at the employing HEI.

Leave due to exceptional circumstances, departmental duties and any saved days of annual leave all affect the doctoral student's degree of activity and must be documented in the ISP.

*Procedure:* The ISP must be drawn up by the doctoral student and the principle supervisor when the doctoral student starts his or her employment. The study plan must be approved by the relevant steering group and then followed up at least once each year. Follow up means that the doctoral student and principal supervisor present how third-cycle studies are progressing and whether there have been any revisions in comparison with the original plan.

Regulations relating to the validation and follow-up of ISPs are found in *Guidelines for Third-Cycle Studies at Södertörn University*.

#### 5. Extensions to doctoral studentships

If a doctoral student has been granted part-time employment, takes leave in exceptional circumstances or has worked with departmental duties, a doctoral studentship may be extended (Chapter 5, Higher Education Ordinance). Södertörn University's internal "doctoral studentship template" is a tool for calculating any extension.

#### 6. Criteria for extending a part-time doctoral studentship

A doctoral studentship is full-time. If a doctoral student requests it, employment may be on a part-time basis. However, this may be no less than 50 per cent of full-time (Chapter 5, Higher Education Ordinance). For example, a doctoral student may be employed on a half-time basis for a total period of no longer than *eight* years.

*Procedure:*

Changes to the degree of employment are made when a doctoral studentship is extended. The student applies for a change to the degree of employment using the form "Ansökan om deltidsarbete för doktorand" [Application for part-time employment on a doctoral studentship]. The application for part-time employment must be made two months prior to the end of the current period of employment. An HR officer draws up a new employment contract. Hours are recalculated in the "doctoral studentship template".

#### 7. Criteria for extending a doctoral studentship due to departmental duties

Limited teaching and administrative work, *departmental duties*, may be conducted if this is considered to benefit the doctoral student's education. Departmental duties may not be of greater importance than studies and overtime is therefore not permitted (for either departmental duties or third-cycle studies). Departmental duties may not exceed 20% of full-time during employment on a doctoral studentship, pursuant to Chapter 5 of the Higher Education Ordinance.

At Södertörn University, annual working hours are used as a measure of the hours to which 20% of full-time is equivalent. The annual working hours for a doctoral student are affected by the number of days of annual leave and are:

- 1756 clock hours for doctoral students below the age of 30 (28 days of annual leave)

- 1732 clock hours for doctoral students aged 30-40 (31 days of annual leave)
- 1700 clock hours for doctoral students over the age of 40 (35 days of annual leave)

A doctoral student who turns 40 before his or her final day of employment may therefore not have worked more than 1700 clock hours on departmental duties, and a doctoral student who turns 39 before his or her final day of employment may not have worked more than 1732 clock hours. In order to calculate departmental duties and to ensure that the doctoral student does not work more than is permitted, departmental duties must be reported as clock hours.

All departmental duties are therefore recorded using the same basis for calculation (clock hours) via internal debiting.

Registered departmental duties are the basis for extensions to the doctoral studentship on the final stage of the doctoral student's salary scale.

If departmental duties are conducted as part of the research project or the organisation that is responsible for the doctoral student's financing, the project manager (or equivalent) must reserve funding within the project to finance the extension.

*Procedure:*

Departmental duties must be agreed in advance with the doctoral student's manager and documented in the staffing plan. After the work is complete, the doctoral student fills in the form "underlag för interndebitering, doktorand" [basis for internal debiting, doctoral student] and ensures that the his or her manager signs it.

This is sent to the finance officer responsible for the school at which the doctoral student is employed. The finance officer draws up an internal debit that is sent to the relevant school, and ensures that the income is recorded on the doctoral student's activities. Internal debit amounts for doctoral students are established by using the salary at the final stage of the valid salary scale for doctoral students.

When the doctoral student's degree of activity is reported, information from the financial management system is entered into the "Agresso template" that is part of the "doctoral studentship template". It is important that all departmental duties are submitted and registered each semester, i.e. in June and December every year.

**8. Criteria for extending a doctoral studentship due to leave in exceptional circumstances** Pursuant to Chapter 7 of the Higher Education Ordinance, there are other reasons why the total period of employment on a doctoral studentship may be longer than the equivalent of four years' full-time. Such reasons may be leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. All leave must be reported in the HR management system. Reported leave that may be grounds for extension in exceptional circumstances are:

**a. Illness** Absence due to illness shall normally provide the opportunity to extend a doctoral studentship

**b. Service in the defence forces** Absence due to service in the defence forces shall normally provide the opportunity to extend a doctoral studentship

**c. Elected position in a trade union or student organisation** Absence due to an elected position in a trade union or student organisation shall normally provide the opportunity to extend a doctoral studentship.

**a. Parental leave** Absence due to parental leave shall normally provide the opportunity to extend a doctoral studentship.

*Procedure:*

Approved leave may give more than one year's extension; note that calculation of extensions on the final step of the salary scale may include leave due to exceptional circumstances and departmental duties, but with deductions for saved and unused annual leave. Before a new employment contract is drawn up, leave due to exceptional circumstances and departmental duties are calculated using the "doctoral studentship template" tool. The head of school decides what leave provides an extension.

## **9. Managing funding to finance an extension**

To guarantee that the doctoral student's funding lasts throughout the studentship, Södertörn University records the doctoral student's income and expenses as a separate activity (cost centre). If the doctoral student is on leave due to exceptional circumstances, the allocated funding is saved as unused funding for the activity. If the doctoral student performs departmental duties, the income from the orderer is recorded on the doctoral student's activity.

Discrepancies that occur in the doctoral student's activity due to changed debiting of overheads, changes to the salary scale for doctoral students or leave due to exceptional circumstances, are covered by the university. For doctoral students who are not employed as part of a project this discrepancy is annually adjusted when a new allocation is made. The school checks expenses against incoming using a specific template.

Costs for office space during leave due to exceptional circumstances are managed by the school.

Full coverage of expenses applies to doctoral students with funding from external research financiers and any joint funding. Before the doctoral student can be admitted, funding must be guaranteed for four years of full-time employment. For research financiers that award three-year funding, an extra year's costs must be added to the application to cover the costs of the doctoral student's fourth year. Research financiers that do not provide full coverage for costs must be jointly funded. Support for joint funding must be gained before the application is sent to the financier.

Discrepancies that arise for project-based doctoral students who have not been granted joint funding are covered by the school. We recommend that the school reserve funding that may be used for the joint funding of such projects.

<sup>1</sup> An educational position means that management and whom the doctoral student should approach about different issues are more complex than for other types of employment. Each school has a description of how this is managed.