



LUND
UNIVERSITY

DECISION

31 May 2018

STYR 2017/1715

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Vice-Chancellor

Guidelines on the extension of employment as a doctoral student due to duties within student organisations and as an elected student representative at Lund University

A person employed as a doctoral student is to receive an extension on their employment to compensate for time spent performing duties within a student organisation or as a student representative at Lund University.

Background

The Swedish Higher Education Act (HL) stipulates that higher education institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes. HL states that students are entitled to exert influence over the courses and study programmes¹ and are entitled to representation when decisions or preparations are made that have a bearing on their courses or programmes or their situation as students.²

The Swedish Higher Education Ordinance (HF), Chapter 5 Section 7, states that an elected position in a trade union or student organisation constitutes grounds for an extension of the total period of employment as a doctoral student.

The University's *Policy and Regulations for Student Influence at Lund University* stipulate that students have the right to be represented both in the preparation and decisions affecting matters of admission to third cycle studies and the allocation of funding for research studies. They also state that student union assignments entitle students to an extension of their doctoral studentship.³

In accordance with the Rules of Procedure for Lund University, students have the right to appoint representatives to decision-making and preparatory bodies, with the exception of matters concerning the assessment of an individual student's study performance and the processing of individual human resources matters. If decisions or preparations are to be made by one single individual, information is to be provided and consultation take place with a student representative in good time before the decision is made or preparations concluded (HF Chapter 2 Section 14

¹ Higher Education Act (1992:1434 Chapter 1 Section 4)

² Higher Education Act (1992:1434 Chapter 2 Section 7)

³ *Policy and regulations for student influence at Lund University* LS 2011/762, sections 8 and 9.

second paragraph). If the students' union has not appointed a student representative, information shall be provided to the students' union.⁴

The faculty boards have been delegated the authority from the Vice-Chancellor to make decisions concerning their respective human resources matters, with the exception of the issues that fall under the responsibility of the Vice-Chancellor and University Director. Further delegation is permitted. The respective faculties' policy document for third cycle studies is to clearly state who at each faculty has been delegated this authority, and thereby has the power to decide on an extension of a doctoral studentship.

Request for an extension

The doctoral student is to submit a request for an extension to the faculty in question. The doctoral student must prove by means of certificates, meeting minutes and any other documentation that may be required that they have carried out their assignment. The faculty processes the matter and makes a decision concerning the extension. The liability for the cost of an extension is stated in the table below.

Extensions are to be granted after a completed assignment, with a certain number of working days per year, in accordance with the table below. The number of days in the table serve as a guideline, so a greater or lesser number of days can be decided based on the relevant documentation on the matter.

To determine the number of days of extension for assignments not covered by the table below, the faculty concerned may make assessments on a case-by-case basis. If the matter concerns duties as a substitute, an assessment of the actual work involved is to be performed in each case.

In addition to membership in university bodies, students' unions and doctoral student councils at Lund University, extensions should also be granted for membership in boards of national and international doctoral student organisations with clear duties involving international and/or national coordination and protection of doctoral students' interests. The number of days per year of extension complies with the recommendations from the Association of Swedish Higher Education (SUHF).⁵

The number of days listed below concern working days, which is why the total number of days are finally to be multiplied by 1.4.

In accordance with this decision, the students' assignments are to be documented in their individual study plans.

⁴ *Rules of Procedure for Lund University*, reg. no STYR 2017/783.

⁵ SUHF, *Rekommendationer om riktlinjer för kompensation av doktoranders studietid vid internationella och nationella förtroendeuppdrag 10 October 2007*.

The faculty's request for funding where the cost relates to university-wide duties

The faculty in question may request reimbursement. The assignment shall be supported by the faculty's decision in which the extension is stated. The request is to be submitted electronically to the Strategic Planning office at Lund University. The Vice-Chancellor will decide annually on reimbursement to the faculties.

Assignment	Number of days /year	Liability for costs
Eurodoc⁶		Lund University
Chair	25–50	
Deputy chair	15–30	
Other board member	10	
National Association of Student Unions in Sweden (SFS)		Lund University
Chair	25–50	
Deputy chair	15–30	
Board/other member	10	
Doctoral student committee	10	
Lund University Students' Unions (LUS)		Lund University
Board	5–10	
Assembly	4	
Member on a nominating committee	6	
Lund University Doctoral Students' Union (LDK)		Lund University
Chair	50–80	
Deputy chair	40	
Board	10	
Governing assembly	4	
Member on a nominating committee	6	
Faculty doctoral student councils and the doctoral student division of Engineering Students' Union at Lund University (TLTH)		Faculty concerned
Chair	25–40	
Deputy chair	8–13	
Secretary	8	
Other board member	6	
Member on a nominating committee	6	
University-wide councils/bodies		Lund University
University Board	15	
Working committee of the University Board	8–15	
Specialised centre	8	
Other council/body	6–9	
Council and body at faculty and department level		Faculty concerned
Faculty board	8–15	
Division board	10	
Working committee of a faculty board or division board	8–15	
Research programmes committee/board	8–15	
Academic Appointments Board	8–15	
Other council/body	4–6	
Department Board	4–10	
Departmental Division Board	4–6	

⁶ The European Council of Doctoral Candidates and Junior Researchers, <http://eurodoc.net/>

Decision

The University has decided that these guidelines are to enter into force from 31 May 2018.

The appended guidelines (STYR 2017/1715) concern assignments and duties as a student representative performed as of 1 July 2016.

Matters concerning extension of assignments and duties as a student representatives performed before 1 July 2016 shall be processed in accordance with the Vice-Chancellor's decision on 19 October 2006: *Extension of employment as a doctoral student and extension of doctoral grants because of service as a representative in student organisations and in bodies of Lund University* from 19 October 2006, reg. no I G 9 4011/2006.

The decision in this matter was made by the undersigned Deputy Vice-Chancellor in the presence of University Director Susanne Kristensson after a presentation by policy officer Cecilia Gagné.

Sylvia Schwaag Serger

Cecilia Gagné
Research Services

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Faculties
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LUS
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Internal Audit Office
Rules and regulations