

## Extension, Prolongation, Degree of Activity

**NB! Extension and prolongation are two different things. The difference between them is explained in points 1 and 2 below.**

1. **Extension** = days of absence from work for reasons that qualify for extension of the doctoral studentship. For example, due to:
  - Illness
  - Regular parental benefit (leave) in connection with the birth of a child
  - Parental benefit (leave) with minimum daily amount
  - Partial parental leave to take care of children up to 12 years old
  - Care of children
  - Paternity leave
  - Military service
  - Union representation
  - Teaching
  - Bereavement

Absence should be reported using the form **SU9031** (leave) or **SU9014** (illness) which are available under the tab "Personal" at the following link: <http://formhotel.accessia.se/su/Default.aspx>

The University's personnel administration system only displays absence, i.e. the time an employee has been absent from work. The system does not display departmental duties and thus does not provide complete information about when the doctoral studentship ends. Because of this, all absence, including departmental duties, is registered at the department in a so-called "extension document" in an Excel file.

The Human Resources Administrator at the department will make sure that this is consistent with the documents submitted by the doctoral student and the HR system Primula. The extension document is currently the most precise indicator of when the doctoral studentship ends (and the doctoral studies should be completed).

**Each doctoral student should reconcile the monthly payslip with any payments from the Social Insurance Agency, etc., so that any errors can be rectified as soon as possible.**

## 2. Prolongation: *extension of doctoral studentship and doctoral grant due to union duties.*

Information regarding which prolongation rules apply to what types of duties is available here (in Swedish):

<http://www.su.se/regelboken/bok-2/forskarutbildning-och-forskning/prolongation-av-doktorandanstallning-och-utbildningsbidrag-1.59566>

### **NB!**

- *Doctoral students should keep track of their own prolongation days **by saving the minutes of the meetings.*** Prolongation claims should be made in connection with updating the ISP.
- The doctoral student representative on the departmental board receives two days per year + one day per meeting.
- When updating the ISP, any extension should be specified along with the prolongation.
- A single doctoral student may be compensated for a maximum of 40 workdays per year.

## 3. Degree of Activity: *the days actively devoted to doctoral studies.*

The degree of activity (to be reported into Ladok) is calculated by deducting longer periods of absence (at least one week) from each doctoral student's teaching roster (if teaching) and ISP. Single days do not need to be reported.

The activity form is used as a basis for CSN and SCB's statistics. It is also used by the faculty to calculate net study times at SU.

It is important to check that the total sum of the means of support is always 100% before signing the form.

There is a tool in Ladok with which the administrative staff at the department can enter the longer periods of absence that a doctoral student has reported (at least one week).

The degree of activity should also be checked carefully when updating the ISP.

**It is each doctoral student's individual responsibility to document absence and report to the Human Resources Administrator.**

The form **Degree of activity and means of support (see link):**

<http://www.su.se/medarbetare/service/blanketter-mallar/studieadministration/ladokblanketter-1.3457> should be filled in by the doctoral student and submitted to the department where the doctoral student is admitted and registered.

Technical and administrative staff with Ladok access may be of assistance in case the calculations are complex.