



Guideline for extension of study time for doctoral students due to positions in University or Student Organizations at the University of Borås

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| Decision maker | Vice-Chancellor |
| Decision support | 5 chapter. 5 § The board's organizational and decision-making rules (SOB) |
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| Version | 3, replaces dnr 805-22 |
| Summary | The guideline prescribes the extent of extension doctoral students are entitled to due to various types of representative positions in university or student organizations at the University. |

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In the university's various strategic documents, active student influence is highlighted as a central quality issue. The university's policy is therefore to facilitate real and extensive student influence. Strong doctoral student influence depends on engaged doctoral students who have representative positions in and are compensated for this time through adequate assurance of study time and funding. This includes the right to all components such as supervision, workplace, and salary.

The Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100) grant students the right to be represented in all preparatory and decision-making bodies at the university that are significant for education.

Provisions for employment as a doctoral student are found in Chapter 5, Section 7 of the Higher Education Ordinance. These provisions allow for the extension of employment time if special reasons exist, such as various positions within student organizations.

These rules apply to doctoral students with doctoral employment. For externally funded doctoral students, the conditions may require that the application of these rules be examined on a case-by-case basis.

Extension of study time for postgraduate studies is permitted under these guidelines with a certain number of days for different positions according to the table below. The table values include preparation time and apply to completed positions. Extension of doctoral students' study time can also be deducted from their departmental service time.

Absence from bodies reduces the extension proportionally in relation to the occasions/meetings planned during the assignment period, which is normally one year. For substitutes for regular members, an assessment of the actual time worked forms the basis for the extension.

Representative positions for an individual doctoral student should not exceed 20 percent of a full-time doctoral position.

| Assignment | Prolongation (Number of working days/year) | Cost bearer |
|--|---|--------------------|
| <i>The Doctoral Committee of the Swedish National Union of Students (SFS-DK), or equivalent</i> | | |
| Chair | 35 | Faculty |
| Vice chair | 20 | Faculty |
| Representative | 10 | Faculty |
| <i>University body</i> | | |
| Member of the University Board | Remuneration | UB |
| Member of the Research and Education Board | 15 | Faculty |
| Member of the Research Education Committee | 10 | Faculty |
| Member of other University Body | Upon review * | Faculty |
| The Disciplinary Committee | Upon review * | Faculty |
| Temporary working groups | Upon review * | Faculty |
| <i>Student Union Doctoral Student Committee</i> | | |
| Core member (1 from each research permit) | 20 | Faculty |
| Supporting member | 3 | Faculty |
| University-wide assignments that take less than five working days are not covered by these guidelines. | | |
| <i>Assignments at Faculty level</i> | | |
| Member of the Management council | 15 | Faculty |
| Member of the Faculty council | Compensation for meeting time | Faculty |
| Member of the Research council | Compensation for meeting time | Faculty |
| Member of working group | Upon review * | Faculty |

* An assessment of the scope of the assignment, expressed in a minimum number of days, shall be conducted before the commencement of the assignment. A review shall be conducted at the conclusion of the assignment.

It is the individual doctoral student who is required to formally request an extension of study time due to trust assignments in writing. The request should be directed to the Research education committee to which the doctoral student is affiliated. It is the committee that decides on the extension and ensures that it is incorporated into the doctoral student's individual study plan.

The request should be supported by minutes confirming attendance. Upon request from the doctoral student, the relevant body should issue an appropriate certificate regarding the student's participation, ideally at the end of the academic year.

To determine the extension for work in unspecified trust assignments, the relevant body assesses the minimum number of days that the extension should cover before the assignment commences.

Disputes are resolved by the Vice-Chancellor.