



LUNDS
UNIVERSITET

INSTRUCTIONS

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20 January 2020

Doctoral students at the Faculties of Humanities and
Theology

Office of the Faculties of Humanities and Theology
Faculty secretary Kristina Arnrup Thorsbro

Application for extension of a doctoral studentship

Doctoral students admitted to the Faculties of Humanities and Theology are usually financed through employment under a doctoral studentship for a period of four years. The present procedures also apply to doctoral students who are financed by external project grants.

Annual extension

A doctoral studentship is awarded for a maximum of four years net study time. However, it is usually only approved for one year at a time, meaning that the doctoral studentship is extended annually for one year. All employment decisions have an end date, despite the doctoral student having been awarded four years of study financing.

The annual extension is administered by the faculty office; no application from the doctoral student is required. However, the doctoral student may be contacted to provide any necessary information.

Extension due to leave and assignments

A doctoral studentship may exceed four years if there are special reasons, such as:

- sick leave
- parental leave
- caring for a sick child
- approved departmental duties
- approved leave of absence
- union work
- students' union work.

Hence, the doctoral studentship may be extended due to leave and assignments. However, it requires a special application from the doctoral student.

The application for extension due to leave and assignments must be received by the faculty office no later than three months before the end of the total period of employment. This also applies to doctoral students who will be on leave, parental leave or similar on the official end date of the employment. If the application is

received late, the doctoral student will not be guaranteed to receive their salary without interruption.

Applications must be written on a special form. The form for applications for extension is available on the faculties website:

<https://www.ht.lu.se/en/education/phd-studies/extension-of-a-doctoral-studentship/>.

The form is to be sent to the faculty office by either regular mail, internal mail or email, in accordance with the instructions on the form.

The application for extension due to leave must include the following:

1. An account of all periods of leave that warrant an extension of the doctoral studentship.
Specify the type of leave and assignment, as well as the scope in terms of time.
2. Supporting documentation to verify union and students' union duties.
The documentation must verify that the doctoral student has had a certain assignment, and the scope of the assignment in terms of time.
Example:
 - minutes – for assignments as doctoral student representative in executive or drafting bodies
 - certificate from the person responsible for any assignment that has not been documented in minutes
3. Decision of approval of departmental duties and leave of absence, taken before 1 September 2019.
Decisions taken after 1 September 2019 are not necessary to include in the application, but shall be listed in the account of all periods of leave.

Certificates for sick leave, parental leave and caring for a sick child are not necessary to include in the application, but shall be listed in the account of all periods of leave.

Advance notice of extension

Doctoral students have the opportunity to receive advance notice of a decision on extensions that are due to leave and assignments. Applications for advance notice are open to doctoral students every year of study. The application must be received by the faculty office no later than 1 October, and include the grounds for extension from the previous two semesters.

Decisions on advance notice are taken each year, following the application from the doctoral student. However, an extension is only made at the end of the awarded studentship.

The application for advance notice must include an account of any periods of leave, and the supporting documentation as described above.

Applications for an extension that are submitted at least three months before the end of the total period of employment must include any advance notices, and an

account of any additional periods of leave that warrant an extension, as described above.

If you have any questions, please contact faculty secretary Kristina Arnrup Thorsbro, kristina.arnrup_thorsbro@kansliht.lu.se.