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Faculty of Fine and Performing Arts, Malmö

Memorandum on reporting level of activity and funding

In Ladok for research students, the students' level of activity and forms of funding are to be reported as a percentage once every six months.

The two six-month periods are 1 January to 30 June and 1 July to 31 December.

The **level of activity** that is to be reported is the time the doctoral student has spent on his or her studies, i.e. not any departmental duties such as teaching or administration.

Examples:

- If a doctoral student is employed full-time and 20% of his or her hours are spent on institutional duties, the level of activity is 80%.
- If a doctoral student has taken a leave of absence, sick leave or parental leave, the level of activity is reduced by the corresponding percentage.
NB: annual leave is not deducted.

This calculation can be complicated for some doctoral students, but Ladok has a function to help with calculating the exact percentage. In these cases, please report to me the dates for which each level of activity applies, starting from 1 January or 1 July (depending on which six months you are reporting).

Suggested format for the reporting:

- Doctoral student X has been active:
1.1.2013–15.4.2013 80%*
16.4.2013–15.5.2013 leave of absence (activity 0%)
16.5.2013–31.5.2013 sick leave 50%; activity 40%
1.6.2013–30.6.2013 80%*

(*in the example: doctoral student X has a full-time (100%) post, of which 20% is taken up with departmental duties)

If it is easy to work out the percentage, you can simply report as follows:

- Doctoral student Y has been active at 80% during the spring semester 2013.

Please note that Ladok only accepts whole percentages, not decimals.

Funding is relatively simple to report. Almost all doctoral students have a doctoral studentship (DTJ). There are a few exceptions where doctoral students have scholarships (STP).

The information above is to be entered into the annual individual study plan that is submitted at the start of the year. No additional documentation is therefore required for the *second half* of the year. For the *first half* of the year, I will contact you to request the information early in the second half of the year.

Points to remember:

- the doctoral student must apply for a leave of absence where applicable in order for his or her salary to be reduced accordingly. Otherwise, the doctoral student could be obliged to pay back the money. Administrators/supervisors are encouraged to remind doctoral students about this.
- the doctoral student's contract is to be extended by a length of time corresponding to the time he or she was on a leave of absence or sick leave.

I hope this proves useful – please get in touch if you have any questions!

Best regards,

Annika Michelsen
Faculty of Fine and Performing Arts, Lund University
Annika.michelsen@kanslik.lu.se
040 325496