



**LUNDS**  
UNIVERSITET

Reg. no STYR 2017/34

Approved by the Faculty Board on 14 December 2016

**Request for an extension of a doctoral studentship at the Faculty of Fine and Performing Arts**

*Requests are normally submitted after having completed at least three and a half years, and no later than two months short of completing a four-year appointment.*

**Personal information:**

Personal identity number \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

**Third cycle subject:**

- Music
- Music education
- Theatre
- Fine arts

**The request is for an extension due to (tick the relevant box):**

- |   |  |
|---|--|
| <input type="checkbox"/> leave of absence                                   | <input type="checkbox"/> departmental duties     |
| <input type="checkbox"/> sick leave   | <input type="checkbox"/> parental leave          |
| <input type="checkbox"/> member/substitute of a board, council or committee | <input type="checkbox"/> caring for a sick child |

On receiving the request, human resources coordinator Jenny Svensson (for doctoral students at the Malmö Academy of Music) or human resources manager Josefin Brumme (for doctoral students at the Malmö Theatre Academy and the Malmö Art Academy) will calculate and determine a new date of completion with regard to the doctoral studentship concerned, in accordance with the following guidelines:

[Guidelines for the extension of doctoral studentships, etc. Reg. no STYR 2015/1170](#)

[Riktlinjer för förlängning av anställning som doktorand pga. förtroendeuppdrag inom studentorganisationer och studentrepresentation vid Lunds universitet, Reg. no STYR 2014/776](#)

**The request shall be accompanied by the relevant supporting documents, in accordance with the list below.**

Doctoral student's signature:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The form and any supporting documents are to be sent to Annika Michelsen, Kansli K, Box 8084, 200 41 Malmö.

## Documents to support a request for an extension

### Departmental duties

If the reason for the request involves departmental duties, the supporting documents are to consist of a list of performed duties, including the date and extent of the work, signed by the head of department or equivalent.

### Member of a board, council or committee

#### *Regular members*

Doctoral students who are members of the following boards, councils and committees are entitled to an extension of their doctoral studentship at the Faculty of Fine and Performing Arts:

– Faculty Board (KFS)	8 days extension per year
– Faculty Council (KFR)	4 days extension per year
– Inter Arts Centre Board (IAC)	4 days extension per year
– Academic Appointments Board	4 days extension per year
– Gender Equality and Equal Opportunities Committee	5 days extension per year
– Health, Safety and Environment Committee/ local health and safety committee	5 days extension per year

Because the number of days refer to working days (= 5 days/week), the amount is to be multiplied by 1.4.

In order to qualify for an extension of a doctoral studentship due to regularly serving on a board, council or committee, the doctoral student must provide proof of attendance at meetings by submitting a copy of the minutes which indicate the doctoral student's presence.

#### *Substitutes*

Substitute members are eligible for an extension according to the following principle: participation at one meeting = 1 day extension. Copies of the minutes which indicate the doctoral student's presence must be submitted with the request in order to qualify for an extension of a doctoral studentship.

#### *University boards, committees, councils and bodies*

In addition to the bodies listed above, University-wide boards, committees, councils or bodies entitle doctoral students to extension of their doctoral studentship, in accordance with Lund University guidelines.<sup>1</sup>

#### *Department boards and committees*

Doctoral students who are members of a board or committee on a department level may also be eligible for an extension of their doctoral studentship. The head of department determines which bodies qualify students for an extension, and for how many days. Documents to support a request for an extension of a doctoral studentship on the basis of membership of a department body consist of a certificate from the head of department, stating the name of the body and the number of days to be included in the extension.

*The terms of employment for doctoral students are regulated in the Higher Education Ordinance, Chapter 5 Section 7.*

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<sup>1</sup> [Riktlinjer för förlängning av anställning som doktorand pga. förtroendeuppdrag inom studentorganisationer och studentrepresentation vid Lunds universitet](#), Reg. no STYR 2014/776