



# LUND UNIVERSITY

Faculty of Fine and Performing Arts

## Request for re-employment (extension) as a doctoral student at the Faculty of Fine and Performing Arts

The request concerns extension due to:

- |  |  |
|--|--|
| <input type="checkbox"/> absence of leave  | <input type="checkbox"/> membership / deputy membership in a board or committee (state which board or committee):<br>_____ |
| <input type="checkbox"/> sick leave        |  |
| <input type="checkbox"/> departmental duty |  |
| <input type="checkbox"/> parental leave    |  |

Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Research subject:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Music           | <input type="checkbox"/> Theatre    |
| <input type="checkbox"/> Music Education | <input type="checkbox"/> Visual Art |

Number of days the extension request concerns: \_\_\_\_\_

The request must be supplemented with **documentary evidence for extension request**. See list below of information needed.

Signature, doctoral student:

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

Approved by the supervisor:

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

Approved by the Head of Department or equivalent:

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

Send the form and the documentary evidence to Annika Michelsen, Lund University, Kansli K, PO Box 8084, 200 41 Malmö.

(See below for further instructions)

## Documentary evidence for extension request

### Absence of leave

When requesting an extension due to absence of leave, attach a copy of approved application for leave [http://www5.lu.se/upload/Anstalldsidan/Tjanstledighet\\_eng.pdf](http://www5.lu.se/upload/Anstalldsidan/Tjanstledighet_eng.pdf).

### Departmental duties

Documentary evidence for departmental work consists of a compilation of completed departmental duties (teaching, administrative tasks etc.), where the date and scope of work is certified by the Head of Department or equivalent.

It must be clear whether the departmental work is included in the postgraduate employment or if the doctoral student takes time off from the postgraduate employment and is paid for the departmental duties separately.

### Sick leave

The information is found in Primula. Request an extract from the personnel administrator.

### Parental leave

The information is found in Primula. Request an extract from the personnel administrator.

### Member of a board or committee

For extension of employment due to assignment as an elected or appointed member of a board or committee, follow the Faculty standard as stated below.

Membership in the following boards and committees generate extension of doctoral employment at the Faculty of Fine and Performing Arts:

- KFS (Faculty Board)	50 hours / year, equivalent to extension by 6 working days
- KFN (Faculty Research Committee)	50 hours / year, equivalent to extension by 6 working days
- IAC (Board of Inter Arts Center)	50 hours / year, equivalent to extension by 6 working days
- KF (Konstnärliga forskarskolan Board)	40 hours / year, equivalent to extension by 5 working days
- LFN (Academic Appointments Board)	40 hours / year, equivalent to extension by 5 working days
- Equality Committee	40 hours / year, equivalent to extension by 5 working days
- Health, Safety and Environment Committee	40 hours / year, equivalent to extension by 5 working days

Deputy members receive extension of doctoral employment as follows: participation at 1 meeting = 1 day extension. Documentary evidence in this case is a copy of the protocol that confirms the student's presence.

In addition to the boards and committees mentioned above, membership in certain boards and committees at Lund University generate extension of doctoral employment (e.g., Lund University Board, Lund Doctoral Student Union et cetera, see appendix \*).

Furthermore, membership in boards and committees at departmental level may generate extension of doctoral employment. Head of Department decides which committees and boards on departmental level will generate extension and by how many days. A summary signed by the Head of Department should be attached as documentary evidence.

\*Appendix G 9 4011/2006

*Employment as doctoral student is governed by the Higher Education Ordinance (Högskoleförordningen), Ch. 5 § 7.*