

# STUDY ACTIVITY AND FUNDING THIRD-CYCLE/ DOCTORAL STUDENT

## Document for registering into Ladok

Fill in this form and leave it to the department where you are admitted.

Name		Civic registration number/Date of birth
Home address		Phone e-mail
Postal code	Postal address	Non-completion, date and subject

Semester	Degree of activity Per cent	Grant, studentship etc (to be set out in per cent, always a total sum of 100%)						Other/ miscellaneous ÖVR
		External employ- ment as a post graduate student AUH	Doctoral student- ship DTJ	Externally employed by a company FTG	Other higher education post HTJ	Stipends STP	Doctoral grant UBB	

**Explanations:** Third-cycle students includes both active and non-active students.

### Activity

Only the proportion of the activities of third-cycle students devoted to third-cycle study are to be included as activity. The figure should indicate the average degree of activity for the six-month period. Activity is linked to the hours devoted individually to third-cycle study and full-time (100 per cent) corresponds to 40 hours per week during the six-month period. Activity that only covers a portion of the six-month period is to be reduced in proportion to the entire period, see example 7.

Discontinuation of studies is entered as 0 per cent.

Holiday periods should not affect the degree of activity.

Students who switch subject must include discontinuation of the previous subject.

### Income

Income details should only refer to the activities of the third-cycle student devoted to third-cycle study but the different forms of income for one individual in a subject must always total 100 per cent.

Details of income must always be provided for all students with a reported activity rate between 1–100 per cent.

*Note that information about teaching or departmental duties is not to be included in this report.*

**AUH** Other forms of employment outside an HEI (than by a company) in which scope is provided for pursuing third-cycle studies. For instance employees at public authorities, municipalities and county councils or trade unions. Teachers who are working in compulsory or upper-secondary education and studying at graduate schools are to be reported here.

**DTJ** Doctoral studentships at a higher education institution irrespective of how the post is funded.

**FTG** Externally employed third-cycle student, i.e. a third-cycle student employed by a company (and paid by the company) and who pursues third-cycle studies as part of this paid employment.

Company include joint-stock company, partnership, limited partnership and sole trader.

Employment within a HEI that is funded by a company is not reported here but under another appropriate form of income.

**HTJ** Other form of employment (than a doctoral studentship) within the student's own HEI or at another (including outside Sweden) within which third-cycle study may be pursued.

**STP** Stipends (even from outside Sweden, but the 'allowances' provided by Sida are not stipends, see example 8).

**UBB** Doctoral grant

**ÖVR** Students who lack income or whose employment is not linked to third-cycle studies. This also includes those receiving student finance.

### Examples

- 1: A third-cycle student with an activity rate of 70 per cent must always register 100 per cent income for the 70 per cent activity.
- 2: An individual with a 100 per cent doctoral studentship and who, as stipulated in the Higher Education Ordinance, spends 20 per cent of the time teaching is therefore 80 per cent active in third-cycle studies but should register 100 per cent income from the doctoral studentship (DTJ).
- 3: A third-cycle student who has had a doctoral grant for half of the year but lists 100 per cent activity must register the doctoral grant as 50 per cent and "Other", for instance, for the remaining 50 per cent.
- 4: A third-cycle student who has had a 50 per cent doctoral grant for half of the year and listed 50 per cent activity must register the doctoral grant as 100 per cent.
- 5: A third-cycle student who has had an 80 per cent doctoral grant and 20 per cent employment as an assistant (combined with the grant) and who lists 100 per cent activity must register the doctoral grant as 80 per cent and the remaining 20 per cent as HTJ. This is provided that the student has been pursuing third-cycle studies within the post as an assistant.
- 6: If a third-cycle student has had a 100 per cent doctoral grant and 20 per cent employment as an assistant (combined with the grant) and also lists 100 per cent activity, register the doctoral grant as 100 per cent.
- 7: A third-cycle student who begins studies in the middle of the six-month period and has 100 per cent activity and a 100 per cent doctoral grant is to register 50 per cent activity and the doctoral grant as 100 per cent.
- 8: International third-cycle students within the SIDA programmes are most often employed by HEIs outside Sweden and also receive an 'allowance' from SIDA to cover additional living expenses. Any third-cycle students of this kind should register HTJ as their form of income.