

Guidelines for doctoral students' departmental service

Background

According to the Higher Education Ordinance, a person who is employed as a doctoral student may work with education, research or administration for a maximum of 20% of full-time working hours (Higher Education Ordinance, Chapter 5, Section 2), so-called departmental duties. Documented departmental duties can then form the basis for extending the employment period up to a maximum of 365 days full-time. The departmental duties can be distributed unevenly over the study period. The needs of the department and the doctoral student's opportunities to undertake work tasks determine the scope of the departmental duties.

Planning departmental duties

As far as possible, departmental duties should be planned in advance, preferably for one year at a time. It is up to each department to develop routines for this.

Departmental duties must always be approved by the immediate manager in advance (UFN 2021-03-17). If a doctoral student is offered additional departmental duties in addition to what has already been planned, the immediate manager must be contacted and approve the departmental duties before the work begins. If a department uses studio talks / individual supervision in teaching at basic or advanced level and wants to use the doctoral student as a resource in this, the immediate manager should agree in advance with the doctoral student on how many hours the doctoral student can use for studio talks during a semester, for example.

Documentation, follow-up and reporting

The doctoral student is responsible for continuously documenting their departmental duties in the ISP. In addition, the doctoral student must report their departmental duties to HR every six months on a special form. This takes place in the spring term no later than 30 June and in the autumn term no later than 31 January.

At least once a year, in connection with the doctoral student's employment being renewed, the doctoral student's immediate manager calls for a consultation meeting. The doctoral student, the main supervisor, a representative of HR, and possibly the director of PhD studies participate in the consultation meeting. In the meeting, the departmental duties registered in the ISP during the last year are reconciled, and if this deviates from what actually occurred, it is adjusted in the ISP. It is very important that the departmental duties specified in the ISP correspond to that reported to HR.

What tasks can constitute departmental duties?

Examples of tasks that may constitute departmental duties:

- Teaching and the planning of teaching. Lectures based on the doctoral student's own research can constitute departmental duties if they are included as part of a course at the undergraduate level.
- Other tasks allocated by the immediate manager, e.g. to arrange study visits or extra administrative tasks

Examples of tasks that are part of the employment as a doctoral student (not departmental duties):

- General administration, e.g. emailing and managing own expenses
- Development talks with the immediate manager
- Meetings with the immediate manager, HR, finance department, etc., if necessary

Examples of tasks that are part of the doctoral program (not departmental duties):

- Present own research, e.g. at Research Week, research days and seminars.
- Participate in joint program activities, e.g. internat
- Attend seminars
- Participate in meetings with the doctoral student group