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| KI-Logo_pos_sv |
| **STUDY ACTIVITY AND SOURCE OF INCOME - DOCTORAL STUDENTS** For reporting in Ladok  |

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| Name | Civic registration no (’Personnummer’) |
|        |       |
| E-mail | Phone no |
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**This is a report for the following semester/half-year:**

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| [ ]  Spring semester (1 Jan-30 June)  | [ ]  Autumn semester (1 July- 31 Dec)  | Year:       |

**ACTIVITY**

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| **Average study activity this semester**     % of full-time |

* Full-time (100 %) is defined as 40 hours/week. (Not possible to report more than 100 %.)
* Part-time students report percentage of full-time engaged in doctoral studies.[[1]](#footnote-1)
* If the activity has varied during the semester, calculate an average number.
* Inactive doctoral students write 0 % (and leave “source of income” below empty).
* See next page for examples on how different situations should be reported.

**SOURCE OF INCOME / EMPLOYMENT**

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| **Type of source of income this semester** |
| Doctoral studentship | Other employment*within*auniversity | Employed as a physician or other heath care staff | Employed by a company | Other employment *outside*a university | Stipend/ scholarship | Allowance from Sida | Other |  |
| **DTJ****%** | **HTJ****%** | **USL****%** | **FTG****%** | **AUH****%** | **STP****%** | **BSL****%** | **ÖVR****%** |  |
|     |     |     |     |     |     |     |     | =100% |

* The sum of the different types above should always add up to 100 percent, regardless of full-time or part-time.
* Part-time doctoral students report the source of income only for the time engaged in doctoral studies.1
* See last page for more detailed descriptions of each type of source of income.
* See next page for examples on how different situations should be reported.

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| Comments:       |

**Examples of how activity and source of income should be reported**

*Example 1: Doctoral education within clinical employment*

A doctoral student pursues a doctoral education within a clinical employment. One day per week is dedicated to research, but other tasks within the clinical employment are also relevant to doctoral studies, for example data collecting. It is estimated that on average is 20 hours per week spent on research and other activities relevant for doctoral education[[2]](#footnote-2).
The activity in this case should be reported as 50 % (20/40 hrs), the source of income as 100 % USL.

*Example 2: Changing source of income and activity during the semester*

A doctoral student has been employed at Region Stockholm half the semester (*eg.* 1 July to 1 October), with an activity of 50 %. The rest of the semester the student is employed as a full-time doctoral student at KI. The average activity should be reported as 75 % (50 % half of the semester, 100 % other half).
The source of income as 33 % USL (25 divided with 75) and 67 % DTJ (50 divided by 75).

*Example 3: Vacation*

A full-time doctoral student has had 4 weeks’ vacation during the semester. Vacation should not affect the activity reported. The activity is reported as 100 %.

*Example 4: Leave of absence*

A part-time doctoral student (employed 60 % at KI) takes parental leave after one third of the semester. The next semester the student is on full-time parental leave.
The activity the first semester is reported as 20 percent (60 % \* 1/3), the next semester as 0 percent.

*Example 5: Stipends/scholarships*

A doctoral student has an external stipend combined with a KI complementary scholarship. All types of scholarships/stipends are reported in the same way. Hence, source of income is reported as 100 % STP.

*Example 6: Activities related to doctoral studies during leave of absence*

A doctoral student on parental leave is engaged in activities related to doctoral education1, *e.g.* writing a manuscript. The total time spent during the semester is estimated to be equivalent to 5 % of full-time studies, which should be reported. If no extra salary has been paid, the source of income is reported as
100 % ÖVR.

*Example 7: SIDA programme*

A doctoral student within a SIDA programme is employed by a university outside Sweden and receives an ‘allowance’ from SIDA to cover additional living expenses. The percentage covered by the allowance should be reported as BSL. The rest is reported as HTJ.

*Example 8: Elected office/position of trust*

A doctoral student is elected for a position of trust, for example student representative in a board. If the assignment qualifies as grounds for extension of a doctoral student employment it should not be included in the reported activity.

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| **DESCRIPTIONS – types of financial support/employment**  |
| ***Employment at KI or another university*** |
| DTJ | Doctoral studentship (*doktorandanställning*) at a university, irrespective of how the position is funded.  |
| HTJ | Other form of employment (than a doctoral studentship) at KI or at another higher learning institution (in Sweden or abroad) within which doctoral studies may be pursued. |
| ***Employment with another employer (not a university)*** |
| USL | Clinical employment as a physician or other health care professional (nurse, midwife, speech therapist, physiotherapist etc.) which provides scope for doctoral studies within that employment.  |
| FTG | Externally employed doctoral student (*företagsdoktorand*), *i.e.* a doctoral student, employed and paid by a company, who pursues doctoral studies as part of this paid employment. (Employment at KI financed by a company is not reported as FTG, but as DTJ or HTJ.) |
| AUH | Other forms of employment (other than by a university, a company or as a physician/other health care professional) in which scope is provided for pursuing doctoral studies. For instance, employees at public authorities, municipalities and county councils or trade unions.  |
| ***Other*** |
| STP | Stipends/sholarships. Includes both external scholarships paid directly to the doctoral student and complementary scholarships issued by KI.  |
| BSL | ’Allowances’ for living expenses provided by Sida. |
| ÖVR | Other situations. For example, doctoral studies without source of income. |

**The purpose of this report**

This data is registered in Ladok and will be downloaded to the digital individual study plan (ISP) at the next revision, where it can be compared with the original plan.

The accumulated activity decides when it is time for half-time review (when total activity reported is equivalent to 2 years full-time study), and when the doctoral thesis is expected to be finished (4 years full-time study).

The data is used by KI to observe changes among doctoral students and to identify areas of improvement.

Statistics Sweden is also using this data for calculating national statistics used for decisions on a national level. Authorities such as the Swedish Migration Agency (*Migrationsverket*) and Swedish Social Insurance Agency (*Försäkringskassan*) may also use this data in individual cases.

**Questions**

If you have questions, please contact the administrative officer for doctoral education at your department.

1. Doctoral education/doctoral studies include data collecting, analyses, scientific writing, funding application, courses, research seminars, conferences, meeting with supervisor, scientific discussions, reading papers etc. [↑](#footnote-ref-1)
2. Doctoral education/doctoral studies include data collecting, analyses, scientific writing, application for funding, courses, research seminars, conferences, meeting with supervisor, scientific discussions, reading papers etc [↑](#footnote-ref-2)