

ACTIVITY AND INCOME DETAILS FOR THIRD-CYCLE STUDENTS

Data for HEI reporting in Ladok

Fill in the form and hand it in to the department where you are registered and have been admitted as a research

Name		Civic registration no.
Street Address		Telephone
Zip Code	Postal Address	email
Subject		Discontinuation of third-cycle studies or switch of subject, date

		Employment, grants etc. (indicate percentages, total must always be 100 %)								
YearSem- ester 1=Spring 2=Autumn	Activity in per cent	Doctoral student- ship	Other post at HEI	Doctoral grant	Externally employed third-cycle student	Medical post	Other post <i>outside</i> HEI	Scholar- ships	Allow- ances provided by Sida	Other
		DTJ	HTJ	UBB	FTG	USL	AUH	STP	BSL	ÖVR

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.

- **DTJ** Doctoral studentships at a higher education institution irrespective of how the post is funded.
- **HTJ** Other higher education post (than a doctoral studentship) within the student's own HEI or at another (including outside Sweden) within which third-cycle study may be pursued.
- **UBB** Doctoral grant

- **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 includes 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.
- **USL** Appointment as a physician or other healthcare professional which provides scope for third-cycle study.
- **AUH** Other forms of employment *outside* an HEI (than by a company or as a physician or other healthcare professional) 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.
- **STP** Scholarships (even from outside Sweden. The 'allowances' provided by SIDA are BSL, see example 8).
- **BSL** Allowances provided by Sida to offset increased costs of living.
- **ÖVR** External employment not connected to third-cycle education or student finance or no funding.

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 studentship for half of the year but lists 100 per cent activity must register the doctoral studentship 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 studentship for half of the year and listed 50 per cent activity must register the doctoral studentship as 100 per cent.

5: A third-cycle student who has had an 80 per cent doctoral studentship and 20 per cent employment at other higher education post and who lists 100 per cent activity must register the doctoral studentship 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 studentship and 20 per cent employment at other higher education and lists 100 per cent activity, register the doctoral studentship 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 studentship is to register 50 per cent activity and the doctoral studentship 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 BSL as their form of income.