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| KI-Logo_pos_sv |
| **ACTIVITY AND MEANS OF SUPPORT FOR DOCTORAL STUDENTS**  For reporting in Ladok |

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| --- | --- |
| Name | Civic registration no (’Personnummer’) |
|  |  |
| E-mail | Phone no |
|  |  |

**Concerning the following semester/half year:**

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

**Activity**

|  |  |
| --- | --- |
| **Degree of activity of doctoral studies during the semester** (full-time equals 40 h/week) | |
| Period 1:  the entire semester  *or* from (date)       to (date) | % of full-time |
| Period 2: from (date)       to (date) | % of full-time |
| Period 3: from (date)       to (date) | % of full-time |
| Period 4: from (date)       to (date) | % of full-time |
| Period 5: from (date)       to (date) | % of full-time |
| Period 6: from (date)       to (date) | % of full-time |

If the activity has been the same during the semester: use only the first row (Period 1).

If the activity has changed during the semester: use more rows.

**Means of support / Employment situation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of employment, stipend etc, during the periods defined above**  (should always add up to 100 %, regardless of full-time or part-time) | | | | | | | | |
|  | Doctoral studentship | Other employment  *within*  auniversity | Employed by a company | Employed as a physician | Other employment *outside*  a university | Stipend/ scholarship | Other |  |
|  | **DTJ**  **%** | **HTJ**  **%** | **FTG**  **%** | **USL**  **%** | **AUH**  **%** | **STP**  **%** | **ÖVR**  **%** |  |
| Period 1 |  |  |  |  |  |  |  | =100% |
| Period 2 |  |  |  |  |  |  |  | =100% |
| Period 3 |  |  |  |  |  |  |  | =100% |
| Period 4 |  |  |  |  |  |  |  | =100% |
| Period 5 |  |  |  |  |  |  |  | =100% |
| Period 6 |  |  |  |  |  |  |  | =100% |

For a more detailed definition of the different options – **see next page**

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| Comments: |

If the doctoral student does not file this report before the end of the semester, it is interpreted as the doctoral student is no longer active and an administrative interruption of studies will be registered in Ladok.

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| **MEANS OF SUPPORT - DEFINITIONS** | |
| ***Employment at KI or another university*** | |
| DTJ | Doctoral studentships (´doktorandanställning’) at KI, irrespective of how the post is funded. *(Means that the doctoral student has an employment contract of from KI stating an employment as ‘doktorand’. This is a specific type of employment regulated in the Higher education ordinance in Sweden.)* |
| 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 are pursued. (*Should not be confused with scholarships from a university abroad.*) |
| ***Employment with another employer (not a university)*** | |
| FTG | Employed by a company (’företagsdoktorand’), *i.e.* a doctoral student, employed (and paid) by a company, who pursues doctoral studies as part of this paid employment. Employment at a university financed by a company should be reported as DTJ or HTJ, not as FTG. |
| USL | Employment as a physician which provides scope for doctoral studies. |
| AUH | Other forms of employment outside the university (than by a company or as a physician) in which scope is provided for pursuing doctoral studies. For instance employees at public authorities, municipalities and county councils or trade unions. *(For example those employed by the county council but not as physicians)* |
| ***No employment*** | |
| STP | Stipends/sholarships. Includes both external scholarships paid directly to the doctoral student and complementary scholarships issued by KI. (*Means that there is no employer. It is important that we can identify scholarship holders since KI has an obligation to take out a specific insurance for those. Complementary scholarships issued at KI are only allowed for those already holding an external scholarship).* ’Allowances’ provided by Sida are not considered here as stipends. |
| ***Other*** | |
| ÖVR | Other |

**Activity**

You should only count the time engaged in doctoral studies. Teaching or other departmental duties should not be included in the report. Full-time (100 percent) is in average 40 hours / week.

If the activity has varied, divide the semester into appropriate time periods.

**Means of support/employment situation**

All active doctoral students must half-yearly report their employment situation. Please note that focus is on type of employment and not on how the employment is financed.

If you are a part-time doctoral student, you only report for the time you have been engaged in doctoral studies (as for activity above), but the sum of different means of support should always add up to 100 percent.

**The purpose**

The purpose of this report is to generate statistics to be used by decision-makers, both at KI and at a national level. KI send these data to Statistics Sweden (SCB) to be used by the government and parliament.

These statistics are also used at KI, for example to keep track of the number of full-time and part-time doctoral students and how they are financially supported. It is also used to calculate the net study time for each doctoral student, which is used to estimate when it is time for half-time review and time to defend the thesis.

A correct reporting means that the university have accurate data when following up particular groups, such as doctoral students with scholarships or those with clinical employments. It is also particularly important to know how many doctoral students have stipends, since KI issues special insurances for these students.

The more accurate the information is, the better are the means for making correct decisions as well as observing changes and to identify areas of improvement.

**Questions**  
If you have questions on how to fill in this form, please contact the administrative officer for doctoral education at your department.