| Name doctoral student      | Personnummer (yymmdd-xxxx) |
| --- | --- |
| E-mail       | Mobile phone number      |

 **I have completed following credit-bearing activity within my doctoral education:**

|  |  |  |
| --- | --- | --- |
|  It is recommended to add up all credit-bearing activities once per year  |  | Filled in by department: |
| Participation in activities during this time period:        |  | ***Number of hp (credits):*** |
|  [ ]  Participation in journal clubs (incl. book clubs or other equivalent activities) 12 occasions = 1,5 hp |  |  |
| Number of occasions       | Description      |  |       |
|  [ ]  Participation in seminar series or other research seminars\* 20 occasions = 1,5 hp |  |  |
| Number of occasions       | Description      |  |       |
|  [ ]  Participation in workshops and/or symposia 1 week (40h) = 1.5 hp; 1 day (8h) = 0.3 hp |  |  |
| Total length (days)      | Description      |  |       |

 \* If the seminar required time for preparation: use the box for journal clubs instead

|  |  |  |
| --- | --- | --- |
|  [ ]  Participation in international conference including own presentation (1.5 hp / conference)  |  |  |
| Name of conference (incl. year)      | [ ]  Poster presentation[ ]  Oral presentation |  |       |
| Name of conference (incl. year)      | [ ]  Poster presentation[ ]  Oral presentation |  |       |

|  |  |  |
| --- | --- | --- |
|  [ ]  Visiting research group at another university 1.5 hp / week |  |  |
| Total length      days | Visiting dates      | Name(s) of university and country      |  |       |

|  |  |  |
| --- | --- | --- |
|  [ ]  Teaching in own research field 20 hours teaching = 40 working hours incl preparation time = 1.5 hp  |  |  |
| Total hours teaching\*       | Time period (year/semester or dates from when to when)      | Description       |  |       |

 \* Do not count preparation time

**Mandatory attachments:** Documentation verifying participation in the above (certificates, participation list, conference abstract, etc)

 This form is submitted to the administrator for doctoral education at the KI department of the doctoral student.

|  |
| --- |
| **By signing, the study director approves that the number of credits above will be registered in Ladok** |
| Date | Signature, departmental study director (or digital signature) |

To the Ladok administrator*: It is important that the Ladok instructions* “Individuellt åtagande” *are followed to ensure that the text in the degree certificate will be correct.*