

Prolongation as a doctoral student: things to think about

Prolongation is the extra time you receive as a doctoral student, added onto your original employment for such things as teaching, work on different boards and committees (such as HumDok or the local doctoral councils), sick leave, parental leave, military service etc. The administrator(s) at your department calculate your prolongation and they take weekends/full weeks into account. This probably means that the number of days may be slightly more than what you have estimated yourselves. In addition, different departments at the Faculty of Arts handle prolongation for doctoral students who have been teaching or taking on other positions differently. Therefore, HumDok wishes to alert you to some important things to think about:

Keep your own general record

Remember to keep a general record of how many hours, days etc. of prolongation you are entitled to from teaching and other positions in different councils and associations. (For example: a local Doctoral Council, a doctoral association like HumDok, different committees and boards, sick- and parental leave, Swedish military service etc.) You will then be able to compare this to the prolongation time presented by the administration.

Write it down in your ISP

According to the current rules at Umeå University all doctoral students need to include the amount of teaching and different prolongation-based activities that they have in their ISP (and have this decided on every year). However, this is handled differently at different departments so make sure to include any prolongation-based activity in your ISP that needs to be there. You can add this afterwards when you revise your ISP the next time, if you have not done it before. This will then be compared to the hours/days that the administrator has if/when you apply to extend your employment according to the prolongation you have received.

Apply for prolongation before you set your thesis defence

According to the current rules at the University, you must remember to apply for all the prolongation you wish to use BEFORE you set a date for your thesis defence. If you do

not do this beforehand, you may lose all that prolongation and receive none of it back. Therefore, the date of your defence and the last date of employment should be the same if you intend to make use of all the prolongation days earned.

You decide if and how to use your prolongation

It is not your supervisors' choice when the defence will be or if/how you make use of your prolongation days. You should always make sure how many days you have earned before setting the defence date if you wish to use those days, regardless of the advice or opinion of your supervisors. It is of course always good to have a dialogue with your supervisors on how to plan for your defence and your remaining time as a doctoral student, but if you want to use your prolongation days or not is up to you.

These are some of the rules and guidelines that apply for prolongation for activities like teaching, work in different councils etc. that are very important to know about. Always make sure to look up and ask how this is done at your own department, more senior doctoral students often know about these things and how to navigate them in your everyday work.

You can read more about this in the *Higher Education Ordinance*, in particular in [chapter 5](#): "Anställd som doktorand m.m." / "Employment of doctoral students etc".

We also advise you to take a look at the *Umeå University Regulations for Doctoral Education*, in particular [chapter 13](#): "Förlängning av anställning som doktorand" / "Extension of a doctoral studentship".

REMEMBER: Prolongation days are compensation for work that you have already done instead of thesis work, and if you have been offered prolongation days it is your right to use them according to the regulations mentioned above.