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Conditions and resources for doctoral students in the Doctoral Programme at the Department of Linguistics, SU

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Active doctoral students

All doctoral students who are active at a minimum level of 50% of full time are entitled to necessary resources, as specified below, to enable the completion of their doctoral studies. In some circumstances, the right to resources may be granted also to doctoral students with a lower activity level.[1]

Resources include:

- Supervision of a total of 80 hours per year if at the 100% activity level. Of these, some 30-40 hours would be contact time. The number of hours is decreased in proportion to study intensity. If the entire time of the doctoral project is planned out, the supervision may be distributed unevenly across the time span,
- functionally adequate work space with a computer and access to telephone, printer and copying machine,
- email address and user account
- key and key card
- access to communal areas for staff, such as the department kitchen
- funds to cover necessary costs for completing the thesis project (such as field studies, visits to archives, use of databases, dedicated software, laboratory analysis and assistance, compensation to informants, and costs for open access publication)
- expenses for active participation in international conferences.

At activity levels below 50%, work space may need to be shared.

Means to cover lesser expenses (such as informant compensation and open access, etc.) which cannot be covered by external funding may be sought by application to the board of the Department of Linguistics, if required by the doctoral project as specified in the individual study plan.

A doctoral student with a research topic dependent on the department laboratory may expect general assistance from laboratory staff. However, the doctoral student cannot expect assistance specifically for his or her project. When planning the project on admission, an assessment must be made of the specific student's needs for laboratory assistance. If those needs are deemed to exceed the assistance generally provided, the research plan is to be amended.

Regarding more expensive resources (such as field studies), a financial plan is to be drawn up and be approved at the time of acceptance to the doctoral programme.[2] The plan for funding

[1] Such circumstances may be employment at 50% in a doctoral student position with maximum departmental duties, yielding a study level of 40%. Further relevant situations include employment as a junior lecturer at the Department of Linguistics, parental leave, part-time sick leave, and comparable circumstances.

[2] "Financial plan" refers to the department's strategy for covering the costs. The strategy may consist of an account of which external funding agencies will be applied to, who will assist the doctoral student in

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should be attached to the individual study plan. If a need for costly resources should arise, which was not foreseen at the time of admission to the doctoral programme, the research plan is to be amended, unless the student can be funded from a different department, or fund the expenses him- or herself.

Planned conference participation should be stated in the doctoral student's individual study plan. Means to cover the cost of active participation[3] in national as well as international conferences can be sought by the doctoral student from the board of the Department of Linguistics, if there is no external funding available.[4] An application should contain the following information:

- Conference name,
- title of the doctoral student's contribution,
- time and location of the conference,
- amount applied for with cost specification (conference fee, travel, accommodation, etc.),
- information on funding sought from external agencies,[5] (not requested if the funding applied for is covered by the doctoral students expenditure account)
- assurance that the supervisor supports the application,
- information on whether attendance at the conference is indicated in the approved individual study plan.

The funding may only be used in accordance with the general rules at Stockholm University (such as environmental policy, procurement rules, etc.)

Should an application to an external funding agency be granted for the full amount, the departmental subsidy will be withdrawn. It is taken for granted that costs are calculated using the most economical options. Retroactive applications for economic support are not considered.

Expense account rule: If the doctoral student has funding from the faculty's graduate school ("expense account"), the main supervisor can grant the application without a need for a decision from the Department Board if the amount does not exceed a total of one quarter of the expense account per calendar year. The main supervisor notifies the department's economist and Expeditionen in a message that includes the doctoral student's application. Retroactive grants are not granted. If a doctoral student's expense account has not been used up before the public defence phase, the remaining funding can be used for proofreading and the public defence budget.

The following prioritizations may be applied:

- The degree of importance of attendance at the conference in view of the applicant's degree work/education,
- previous support is factored in such that applicants who have not recently received support are considered first,
- doctoral students who are presenting are given priority over those who do not. If necessary, applications from doctoral students giving presentations are ranked with respect to the quality of the proposed presentation: peer reviewed contributions are given

putting the application together, and the estimated likelihood that such an application will be successful. The funding itself thus does not need to be available at the time of admission, but a considered strategy for acquiring the funds must be provided.

[3] By "active participation" is meant that the doctoral student gives a talk or a poster at the conference.

[4] It is department policy to grant the doctoral student attendance at one (1) conference without making a presentation at an early stage in the programme.

[5] If no external application has been made because there are no relevant funding agencies, this should be stated.

priority over non-reviewed ones, and full papers over abstracts.

Doctoral students may also apply for economic support to participate in courses or summer schools at other departments or universities, as long as these activities are clearly stated in the individual study plan, are considered important for the doctoral education of the student, and that no external funding is available. The application is submitted to the board of the Department of Linguistics (if the Expense account rule applies, see above, the main supervisor may instead decide about the application), and should contain the following information:

- Name of the course/summer school,
- time and location of the course/summer school,
- amount applied for with cost specification (travel, accommodation, fees, etc.),
- information on funding sought from external agencies (not required if the funding sought is covered by the expense account)
- motivation: how the course/summer school is important to the doctoral student's education,
- assurance that the supervisor supports the application,
- information on whether attendance at the conference is indicated in the approved individual study plan.

As for conference participation above, economic support from the department is withdrawn should an external application be granted to the full amount, and it is assumed that costs are calculated using the most economical options.[6] Retroactive applications are not considered. The following prioritizations may be applied:

- The importance of the course/summer school in view of the applicant's degree work/education,
- previous support is factored in such that applicants who have not recently received support are considered first,

Note! that individual study plans can be revised in the course of the year for which they were approved.

Doctoral students with time-limited (temporary) inactivity

"Time-limited (temporary) inactivity" is primarily taken to refer to situations such as parental leave or sick leave, but it also covers other types where there is a plan in place to show that the doctoral student is expected to resume his or her studies within the foreseeable future.

Doctoral students with temporary inactivity, i.e., an activity level of 0% for a limited period of time, retain their rights to resources associated with an affiliation at the Department of Linguistics, such as an email address, user account, key and key card.

Doctoral students with a 0% activity level but without a plan for when and how studies will be resumed do not have rights to these resources for the duration of their inactivity.

Permanent discontinuation

Permanent discontinuation means that the doctoral student resigns his or her place in the doctoral programme, and therefore is not entitled to the resources extended to doctoral students.

[6] This includes that the doctoral student is expected to register early for a conference or similar activity so that any early bird discount can be taken advantage of.