



Guidelines for credits and salary for PhD students

Procedures for reporting PhD course credits in Ladok

- It is always the supervisor who is responsible for reporting credits, never the PhD student. However, the PhD student is responsible for checking their transcript of records on a regular basis to verify that credits are reported, and to raise any issues with UID administration if necessary.
- When the PhD student has completed a course, the supervisor (or PhD course responsible, if the course is given at UID) fills in and signs the form "Registration of completed PhD course in Ladok." The form can be found at UID web site. If the course is completed at another institution than UID, the PhD student is responsible for providing the supervisor with the necessary documentation and information.
- When the supervisor has approved that the course can be registered in Ladok, he/she submits the form + course certificate to the administrator for PhD education.
- The administrator reports the course credits in Ladok.
- Dissertation credits will be reported in Ladok only after the examination board has approved dissertation in connection to the dissertation defense.

Salary levels: UID appendix to the UmU salary agreement

- Salary level revision is done in connection to the yearly prolongation of PhD student employment. It is always the administrator for PhD education who is responsible for reporting to the staff administrator if a PhD student reaches a new credit based salary level prior to the annual revision. However, the PhD student is responsible for checking their salary statement in regard to their credit level on a regular basis to verify that credits are reported, and to raise any issues with UID administration if necessary.
- The new salary for the PhD levels 2-4 will be paid the month after the new level has been reached. Retroactive payment of salary will not be applied (except for level 4).
- Level 2 is reached when the first calendar year in the PhD programme is completed. As "completed time", time when the PhD student has been on sick leave or parental leave is also included.
- Level 3 is reached after completed second calendar year, or when a licenciate degree is obtained, or at when 120 credits have been reported.
- Level 4 is reached after 195 credits have been reported, or – more commonly – retroactively nine months from date of the "spikning" of the dissertation.