

How to fill in forms for prolongation due to teaching, departmental work and student representation

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Teaching, different types of student representation and some departmental work justify prolongation of your PhD studies. There are two forms to use for this. For **student representation, e.g. in boards and committees, and positions of trust within student organizations**, you should use the following form:

<http://www.naturvetenskap.lu.se/internt/sites/naturvetenskap.lu.se.internt/files/2021-04/Formular-forlangning-utbildningstid-doktorandanstallning-fortroendeuppdrag-inom-studentorganisationer-studentrepresentation-2020.pdf>

The form is unfortunately in Swedish, so non-Swedish speakers need to get help from a Swedish speaking colleague to fill it in.

For **teaching and other departmental work, e.g. invigilation at exams and newsletter preparation**, you should use the following form:

https://www.nateko.lu.se/sites/nateko.lu.se/files/2021-10/teaching_prolongation_ines_211027.docx

If you are uncertain about what justifies prolongation, please contact the Director of postgraduate studies.

Please hand in the forms to the HR administrator at INES, when you have collected all signatures.