



UID policy for funding/employment after end of PhD employment

PhD education at Umeå University has a duration of 4 years, if carried out full time. Umeå Institute of Design normally extends the duration of the education to 5 years, during which the PhD student dedicates 80% time to the PhD education, and 20% to teaching and other departmental work. For the duration of these 5 years (corresponding to 4 years full time), in the most cases, the PhD student is employed as such at Umeå Institute of Design. Upon the reaching the end date (corresponding to 4 years full time studies) of PhD student employment, the only reasons that can lead to a prolonged employment are parental leave or sick leave, care for sick child, or trade union work or student organisation work (see UmU 500-953-13).

If a PhD student, in their final year, approaches the planned end date for employment without being finished with the PhD education, an assessment of the PhD student's situation and progress in the PhD education shall be made by UID to decide upon a revised time frame for the PhD student to complete their education. Based on the projected time needed to complete the PhD education and an assessment of the PhD student's ability to complete the thesis within this time frame, different degrees of support might be provided for the PhD student. Such support is also conditioned upon what resources are available at UID in relation to the given thesis project.

Upon the end of PhD employment, after a corresponding time of 4 years of full time studies, the responsibility for the own financial situation lies wholly with the PhD student themselves, and not with UID. However, support in the form of a time limited employment, of some sort, at UID can be one of the forms of support considered in order to facilitate the finalisation of the PhD thesis. In the process of determining the possibility of offering support, factors considered are the time to planned dissertation defence, the amount of other support deemed necessary, and the financial resources – types and amount – that UID disposes of.

Procedures for determining possibility of financial UID support

- At the yearly ISP follow-up in the College of supervisors at UID, general progress and any expected changes in planning for finishing the PhD studies is always discussed for each PhD student. Any signals that the studies are not progressing according to plan should therefore be raised as early as possible.
- During the last term of PhD studies, the *main supervisor* is responsible for notifying the Director of PhD education and Head of department if a PhD student will not be able to finish their education within their deadline/end of employment.
- The main supervisor is asked by the *director of PhD studies* to provide a written statement of the PhD student's situation and progress in the PhD education, including information on: general progress during the PhD education, frequency of supervision during the 5 years, if the PhD student has completed all courses, if a date for dissertation defence is set or not, how much time the supervisor estimates that the PhD student needs to finish the education, if the remaining work requires supervision or not, what extent of supervision that would be required in order to complete the education, and what other support might be needed.

- The supervisor's statement is assessed by the Director of PhD studies together with the main examiner for PhD education and the UID Head of department. Decision on the level of support that UID can provide is made at the *UID decision meeting*.
- When approaching the end of employment, *the PhD student* can apply, in writing, to the Head of department to ask to be considered for financial support in the form of a time limited employment. The PhD student shall in the application state the planned date for dissertation defence, and comment on the time plan and work progress projected for finishing the PhD education up until the dissertation defence.
- Based on the PhD student's application, the supervisor's statement, and the decision on level of UID support, an additional decision on the possibility of a time limited employment can be made at the Decision meeting. *Conditions that must be met* in order for such an employment to be carried out, is that the time estimated to dissertation defence does not exceed 6 months, that the supervisor and final examiner recommend this support, and that UID financial resources are available.

External funding applications by PhD students

PhD students can during their PhD education have different reasons for applying for different kinds of funding relating to their PhD studies. As a general rule, all such applications for external funding should be done on basis of the ISP and thus planned well in advance according to the intended path of the work. As such, it is to be discussed with the supervisors, and made part of the annual ISP planning and follow-up.

A PhD student can at their own liberty choose to apply for individual funding in the form of scholarships, travel funding etc. UID can support this by providing necessary certificates of studies by supervisors, study administrators and UID leadership.

All financial calculations for applications which UID co-signs, and where funding comes in to UID, must always be made with assistance of the UID economy administrator. As a general rule, UID will not officially support or co-sign funding applications with a PhD student as main or co-applicant without the explicit support for this by the supervisor(s).