



Documentation for doctoral students' activity and registration

1) Doctoral student

Name	Personal ID number
Department/unit	
Subject/subject area	
Principal Supervisor	

2) Activity during current calendar half year

Activity refers to average activity during the calendar half year.

The activity stated shall reflect your work in doctoral education during the current half year. Full-time doctoral education is registered as 100% activity. Activity that comprises part of the half year period is reduced correspondingly; for example, if you have duties amounting to 20% at the department, your activity is 80% and if you are on 30% parental leave, your activity is 70%. If you are on approved leave from studies, this is stated as 0%.

If you are studying part-time, have questions or need help calculating your activity percentage, contact the administrator of doctoral education.

During the first (spring)/ second (autumn) calendar half year I have been active ____%

3) Registration for next calendar half year

I intend to pursue my doctoral education actively during the next calendar half year 20____ Yes
 No

4) Signature

Town/city and date	Signature	Name in block letters
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Details of activity and registration will be used both to calculate time for the individual doctoral student and for follow-up and statistical purposes. It is therefore of utmost importance that you provide your department with accurate information.

The form is to be sent to the administrator of doctoral education at the department for registration in Ladok.