



PhD student handbook

for NJ-faculty, SLU

by ULS PhD student council, Feb 2017
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Based on
"VH-faculty PhD student handbook" (updated Dec 2016) and
"Guide to the Galaxy of Science" (Dep. of Ecology, updated Nov 2016)

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Welcome

This booklet is intended to give you an overview of what is going to happen, and who can help you during your time as a PhD student at SLU. You are welcome to suggest changes that you think may be of value for other PhD students (in this case, please email the ULS PhD student council, see next paragraph for link).

The latest version of this booklet is available at:

<https://internt.slu.se/en/support-services/education/doctoral-education1/phd-student-councils/uls-phd-student-council/phd-student-handbook/>

Ultuna student union (ULS) PhD student council

The ULS PhD student council is a part of Ultuna student union and handles issues concerning research and doctoral studies at the Faculty of Natural Resources and Agricultural Sciences (NJ). Its purpose is to support the PhD students at the NJ-Faculty at the Swedish University of Agricultural Science. Each department has a representative in this council with the responsibility for acting as a link between the department's PhD students and the PhD student council. Additionally, the PhD student council has representatives on various boards and committees in the university administration and so there is a good information flow and ability to influence the PhD studies.

<https://internt.slu.se/en/support-services/education/doctoral-education1/phd-student-councils/uls-phd-student-council/>

Getting started at the department

When you first arrive at the department as a new PhD student your supervisor will introduce you to the staff and show you the facilities. It is good to know where the administrators and the head of your unit have their offices. Also, an introduction day is organized each semester for new PhD students at SLU, during which you will meet new as well as more experienced PhD students, and also be given general information about the PhD education at SLU.

At the start the following should be in place:

- Computer
- Telephone
- Keys
- E-mail account and AD log-on

Contact your administrator if you have any questions regarding keys and telephone. Check with the head of the unit or administrator for furniture etc. in your office. Appropriate protective clothing should be available at the unit. If you need something beyond what is available, talk to your main supervisor.

First day

Get familiar with the doctoral student support page. It contains a lot of the information given in this booklet, together with latest templates and other documents

<https://internt.slu.se/en/targeted-info/malgruppsingangar/research-support/>

Become part of the doktorand-NJ mailing list, doktorand-NJ@slu.se by mailing forskarutbildning-NJ@slu.se. Through this you will get information about courses, grants and other activities initiated at the faculty.

Get acquainted with the research schools. They organize courses, seminars and study visits related to the specific topic of the research school. You can become a member of any number of research schools as you wish by sending them an email.

<https://internt.slu.se/en/support-services/education/doctoral-education1/research-schools/>

If you are a new student in Sweden it might be good to read through SLU's general information to foreign students

<https://internt.slu.se/en/support-services/samverkan/international-cooperation/international-researchers-and-phd-students/>

Meet all the nice doctoral students at your department. Make use of the “fikas” (coffee breaks, usually one in the morning and one in the afternoon) and lunches to get familiar with all new faces and personalities.

At SLU there are also several student unions (Studentkårer). It is not compulsory, but we recommend you to become a member of a student union. For students at the NJ-Faculty, Ultuna student union is a suitable choice.

<http://ultunastudentkar.se/>

PhD studies

Degree outcome

Doctor's degree

https://internt.slu.se/globalassets/mw/utb/forskarutbildningdocent/filer-fran-gamla-webben/forskarutbildning1/1/objectives_doctoral_degree.pdf

For regulations governing your doctoral education see;

<https://internt.slu.se/en/support-services/education/doctoral-education1/documents/>

General study plan

Each subject has a general study plan. In the general study plan you find the purpose and objectives of your area. In the general study plan you also find information on how many articles you are expected to publish and how many course credits you should take.

<https://internt.slu.se/en/support-services/education/doctoral-education1/research-education-subjects-and-general-study-plans>

Individual study plan (ISP)

The individual study plan is formulated in cooperation with your supervisor. It is part of your application to be enrolled as a PhD student and is a document that you will have and develop throughout your study time. Each year, you are expected to revise your individual study plan together with your supervisors. This is a perfect time to check whether you keep up to your suggested time schedule and take the time to discuss changes in your project. The individual study plan will be filed with your department's Director of doctoral studies. The study plan will also be evaluated by the Faculty Board, which is done through the half-time report sent to FUN. For more information see link below.

<https://internt.slu.se/en/support-services/education/doctoral-education1/courses-thesis-work-scope-of-the-education/planning-and-follow-up/>

Student-supervisor communication

Your most important contact is your **principal supervisor**. He or she will be able to guide you on the nature of your research and the standard expected. However, supervision can be a challenging process for both you and your supervisor. Therefore, good open communication with your supervisors based on mutual trust and respect is ideal. This develops over time, of course, but a good beginning

is to talk about, and clearly establish, what each expects from the other. Commitments by you and your supervisors can be included in the individual study plan.

Keep regular contact with your supervisors both through short interactions on a daily/weekly basis and regular planned supervisor meetings. This creates a dynamic and stimulating supervision process and prevents potential misunderstandings and future conflicts. **DO NOT HIDE FROM YOUR SUPERVISORS.** As you are highly responsible for your doctoral project you are expected to call for supervisor meetings. Put up an agenda, send out materials (e.g. results, manuscript) well in advance and start the discussions!

PhD working activity

Keep record of the extent of your **working activity (%)**: This is something you need to report every semester to the secretary of doctoral studies to track your time spend on doctoral studies. This is particularly important if you have been on parental leave or are teaching! You have also right to prolongation if you are involved in council work at the faculty or university level.

Follow up and documentation

Annual revision

Each year all doctoral students should review, and if necessary, revise their individual study plan. This is done at a meeting at which all the student's supervisors participate. The study plan should be handed in to the Director of Doctoral studies (Studierektor) at the end of the net year.

Half-time revision

The half-time revision takes place around halfway through your net study period (~2 years). The routines for this revision vary a bit between the departments, but usually you are expected to give a seminar.

Support

SLU offers both language and statistical support.

Language support, SLU Library: <https://student.slu.se/en/study-support/study-support/language/>

Statistical support, Biostochastics (soon to be statistics@slu): <http://www.slu.se/en/Collaborative-Centres-and-Projects/centreforstatistics/>

Contact the ULS PhD student council if you have issues regarding your education that you want to raise on departmental, faculty or university level

<https://internt.slu.se/en/support-services/education/doctoral-education1/phd-student-councils/uls-phd-student-council/>

The PhD student ombudsman, “Doktorandombudsmannen” (PhD student counselor) is there for all the PhD students at SLU, and her/his responsibilities include supporting and helping individual PhD students with various problems in their work situation, <https://internt.slu.se/en/support-services/education/doctoral-education1/the-graduate-students-ombudsman/>.

Courses

Doctoral courses

A PhD degree corresponds to 240 ECTS, four years of study. The total amount of course points that you are expected to take depends on the your specific discipline (find your discipline here: <https://internt.slu.se/en/support-services/education/doctoral-education1/research-education-subjects-and-general-study-plans/>).

Roughly one week of work equals 1.5 HEC (Higher Education Credits). Credits vary between courses.

The basic courses will provide basic knowledge and insights into research techniques and methods, and information about research, pedagogics and oral presentations. If you are going to lecture you are recommended to take an introductory pedagogics course for university teachers. In addition you are strongly recommended to take courses in statistics and scientific writing and the publication of papers. After each completed course you will get a course certificate and you are then responsible for registering the credits in Ladok by handing a copy of the course certificate to the person responsible for Ladok at your department. You can find courses at SLU at <http://www.slu.se/en/education/programmes-courses/postgraduate-studies/search-phd-courses/> and courses in all the Nordic and Baltic countries at www.nordforsk.org. You can also find links to NOVA courses at www.nova-university.org. NOVA is a cooperation between agricultural universities in northern Europe. The courses they offer are free of charge for doctoral students from the member universities, apart from travel expenses, which can be applied from the Faculty. You can also take courses at other Swedish universities, which can be found on the respective university's webpage.

Get acquainted with the research schools. They organize courses, seminars and excursions related to the specific topic of the research school. You can become a member of any research schools by sending them an email.

<https://internt.slu.se/en/support-services/education/doctoral-education1/research-schools/>

The current (2017-2021) research schools of the NJ-Faculty are:

- Society and Landscape
- Sustainable Biomass Systems
- Ecology - basics and applications
- Focus on Food and Biomaterials
- Focus on Soils and Water
- Organism Biology
- Social Science Perspectives on Sustainable Development

Take the opportunity to take as many courses as possible when you have a low workload, for example before your experiments have started. Courses add to your professional profile – let your future plans impact on your choice of courses.

Mandatory courses

You must take both general basic courses and subject courses. For PhD students enrolled after 2015, it is mandatory to read the subjects, Research ethics and Philosophy of science. These can be two or one joint course depending on the campus. The individual departments may also have mandatory courses, talk to other PhD students/supervisor or Head of doctoral studies to be informed about any such courses.

All students that want to teach are also recommended to take a course in pedagogics (see below, PhD-courses).

<https://internt.slu.se/en/support-services/education/education-at-bachelors-and-masters-level/support/support-for-teachers/educational-development-unit/about-the-educational-development-unit/>

How to get your credits registered in LADOK

It is not only your activity that is registered in LADOK (the central register for students), but also your course credits (HECs).

- You need to have a signed certificate from the course with its HECs.
- Give the certificate to the secretary for doctoral studies for registration in LADOK (talk to this person when he/she wants this documentation. Some do this once per year).
- Now it is registered!

Conferences

Participation in congresses is a good way to acquire subject-specific knowledge. For you to be able to participate, your supervisor often demands that you present your results in some form, e.g. as a poster or giving an oral presentation.

Grants

Funding for participation in courses and conferences can be included in the project budget, but if not, you will have to apply for a travel stipend, which should include all expenses associated to the trip.

Through SLU you can apply to travel grants for internationalization and for SLU and NOVA courses

<https://internt.slu.se/en/support-services/education/doctoral-education1/travel-grants-and-stipends/>

Some research schools are also open for travel grant applications.

The trip should be booked through one of the travel bureau the university cooperates with. Information about these can be found at: <https://internt.slu.se/en/support-services/administrative-support/human-resources/sarskilda-omraden/travel/>. Fill in and submit your travel claims via Primula "self service". If you need any assistance you can contact the administrator at your section.

Writing up your thesis

All thesis are different in content and style, but there are some guidelines that could be good to know. See those as good suggestions based on experience of many previous doctoral students.

1. For each planned paper: Force yourself and your supervisors to clearly state the main questions of the paper and which theories that are of relevance. Also, state clear and operative questions that can be tested. Avoid e.g. “we want to test whether there are landscape effects on biodiversity in wheat fields”. Instead ask “Does distance to nearest source (here pastures) affect biodiversity in wheat fields?” Sometimes it is really helpful to put up the main hypotheses and predictions to be tested because this will give you the structure of the testing protocol and the result section. **So, state clear testable questions!**
2. Start writing as soon as possible. Good writing needs practice. As soon as you have some results, start writing. Start with the method section because that is usually the easiest part. Since you have clear questions put in a relevant theoretical framework - write the introduction. Go on to the results as soon as you get your first version of the analyses. Finish the whole thing as soon as possible and let your supervisors and other friends read and comment it. Don't hesitate to give your first draft to your supervisors. The first draft will most likely look very different from the final version of the paper. Tell your supervisor that you want feedback already now to ensure that you are not on the wrong track. If you feel you are completely stuck in the writing process, tell your supervisor. He/she will help you to get into business again.
3. Read lots of papers! Read as much as you can do, try to reflect about why some papers feel fantastic and others less so and mimic the style of the fantastic ones. Have regular discussions with friends and supervisors about your work and the work you read about. Remember that when you get stuck, the helper could be next-doors. Always make use of the competence at the department!
4. Set the deadline for your thesis **one month ahead of the “printer deadline”** and it is often a good idea to do a “pre-dissertation” amongst colleagues. This will give you the opportunity for some constructive feedback on your manuscripts (including the summary of the thesis) and it will improve the quality of your thesis, including inevitable spelling errors.

Approaching the end

The most complete and up-to-date information can be found here: <https://internt.slu.se/en/targeted-info/malgruppsingangar/research-support/>.

Registration of published articles

All published articles and conference contributions should be registered at <https://internt.slu.se/verktyg/slupub/>. Ask for help from your supervisor!

Before the PhD defense

Book the date of the PhD defense/licentiate seminar with the Faculty office (Lotta Jäderlund). These are held during the autumn or spring term, or at the most one week outside. Book in good time, as two PhD defenses/licentiate seminars within the Faculty are not allowed to take place at the same time (but one dissertation before lunch and another one after lunch are accepted).

Book the room for the defense in good time at lokalbokning@adm.slu.se. Inform on who will defend or hold a licentiate seminar, the date, time (8-12 or 13-17) and department, and if there is a particular room you prefer, and also if you need help with technical equipment. You can also look at the dissertation calendar through <https://internt.slu.se/en/targeted-info/faculties/nj-faculty/research-education-ema/forskarutbildning/>.

Check that all courses that have been taken are registered in Ladok (ask for a certificate from the person at your department who is responsible for Ladok) **before** the application for the PhD defense is submitted.

The application form for the PhD defense shall be completed and signed by the student, supervisor and head of department and sent to the Postgraduate Education Committee (FUN), via the Faculty office (Gabriella Persdotter Hedlund or Johanna Nilsson, Box 7084, 750 07 Uppsala) at least 12 weeks before the date of the defense. The form can be downloaded from the web:

https://internt.slu.se/globalassets/mw/utb/forskarutbildningdocent/blanketter/ansokan_disputation-licseminarium.pdf

For general information and contact persons see

See the regulations governing your doctoral education for detailed information on requirements regarding the compilation of the comity group and opponent.

<https://internt.slu.se/en/support-services/education/doctoral-education1/documents/>

Don't forget to mention your plans of a dissertation to the rest of the department, especially to the director of doctoral studies and the head of department.

External pre-evaluation

If for some reason your doctoral thesis do not fulfill the requirements stated in “Guidelines for third-cycle (doctoral) education 2015” *paragraph 5.5.1*, (or similar, if you were enrolled earlier) you need to apply to the faculty board for an external pre-evaluation of the thesis at least 4 months before the end date of your enrollment. See also *paragraph 5.5.3* on External Pre-Evaluation.

(Find the appropriate guideline here)

<https://internt.slu.se/en/support-services/education/doctoral-education1/documents/>

Doctor's thesis

Get an ISBN-number for the thesis and a part-number in the Acta-series. Order this at <http://www.slu.se/en/site/library/publish-and-analyse/publish-at-slu/isbn/> and they will then send you the ISBN and Acta series numbers.

Three to five articles should be included in the thesis. Of these you should be the first author of at least one of the papers, and at least one should have been accepted or published, with the rest in manuscript form. Conference articles are not accepted. Remember to contact the journals concerned to get permission for the printed articles to be included in your thesis.

Go to <http://www.slu.se/en/site/library/publish-and-analyse/publish-at-slu/publicera-din-avhandling/> and download the format templates you need for the thesis. When the summary is ready, convert it to a pdf file. It is common that the pdf and Word versions are not fully compatible. Certain paragraphs can have been slightly shifted, and you may need some advice from an IT specialist, a recent PhD graduate or the SLU Printing unit (“Repro Ultuna”) to get the pdf-version into the form you want.

Printing

Contact the SLU Printing unit (“Repro Ultuna”) on tel. 018-67 27 88 in a good time before handing them the thesis. The printers need the complete thesis at least 6 weeks before the date of the defense, and require the following files, named and with the series number of the thesis (eg: 200716 Thesis.pdf):

- A pdf version of the summary
- A pdf version of the loose page giving notice of dissertation (“spikblad”)
- A Word version of the short abstract on the back cover
- One example of each of the papers:
 - published articles in pdf form or as reprints
 - unpublished articles in pdf form,

If you want to include a photograph or illustration on the cover page, you should attach a high-resolution (600 dpi) version of the picture in tiff format (.tif).

The dissertation will also be published electronically in EPSILON's database, the summary (but not the articles) via <http://pub.epsilon.slu.se/>. The same pdf-file is used that was sent to the printers.

If available, a short version of the Swedish popular science summary can be sent to relevant trade magazines.

“Nailing” and distribution requirements

The thesis should be placed (“spikas”) on the university's official (electronic) notice boards at least 3 weeks (of which at least 2 weeks during term time) before the defense. This is done centrally, but there is a tradition that the PhD student also physically “nails” the thesis in her/his department (SLUrepro produces a thesis with a hole for this physical nailing).

Of the printed copies of the thesis:

- Three copies of a doctoral thesis should be sent to the SLU library.
- One copy should be sent to the SLU Registry office
- One copy should be sent to the opponent and each of the members of the examination committee (usually a loose-leaved copy)
- One copy should be sent to the person at your department responsible for the archives

PhD defense

At the defense, the PhD candidate (respondent) defends her/his dissertation. The exact form of the defense varies, but according to current procedures the respondent usually begins with an approximately 30 minutes PowerPoint presentation of the research. Then the examiner goes through the thesis and discusses and puts questions to the respondent. More information can be found at:

<https://internt.slu.se/globalassets/mw/utb/forskarutbildningdocent/procedur e-for-public-doctoral-defence-sept-2016-final.pdf>. In addition, you are encouraged to attend some defenses in order to get an idea of what to expect.

When you have defended your PhD

Congratulations! Send your application for your PhD degree as soon as possible. Fill in the form at

https://internt.slu.se/globalassets/.gamla_strukturen/internwebben/sus-docs/ae/examen/ae_examensansokan_forskarniva.pdf

And send it to: Registrator, SLU, Box 7070, 750 07 Uppsala.

Doctoral award ceremony

The doctoral award ceremony is an official ceremony for new doctors, honorary doctors and jubilee doctors hosted by SLU once a year, usually in October. The

ceremony is held in the main auditorium on Ultuna campus, followed by dinner in the castle.

<https://internt.slu.se/en/support-services/academic-ceremonies/degree-conferment-ceremony/>

Good to know as a PhD Student

A great page to visit is the doctoral student support page. It contains a lot of the information given in this booklet, together with latest templates and other documents

<https://internt.slu.se/en/targeted-info/malgruppsingangar/research-support/>.

The four full time years of doctoral studies

Doctoral education - length and working hours

Doctoral training, whose objective is a doctoral degree, shall correspond to 4 years full-time studies (equal to 240 ECTS). Breaks in the training, because of illness, working for the union or other student organizations, parental leave or limited duties in the department (if considered to be important for your research studies) will be compensated for and not included in the assigned study time. As a PhD student you don't have regular working hours. It may be necessary for you to work evenings and weekends, depending on your project's design. Instead of regular working hours there is a so-called total annual working time, which is based on age according to the following:

1700 hours for employees with 35 days vacation (from 40 years of age)

1732 hours for employees with 31 days vacation (from 30 years of age)

1756 hours for employees with 28 days vacation (up to 29 years of age)

Planning of total annual working time should be worked out after discussions between the employee, section head and main supervisor. During your time as a PhD student you may, to a limited extent, take part in teaching, and other research or administrative duties in your department. However, this must be planned in agreement with your supervisor and section head. For additional information concerning your employment see: <https://internt.slu.se/en/my-employment/>.

Salaries

As a PhD student you follow a specific salary scale for PhD students (doktorandstegen). After a completed time and according to a local agreement it is as follows:

25 % An additional 500 kr/month after 25 % of the study period (i.e. 1 year).

50 % An additional 1500 kr/month after 50 % of the net study period (and after approved half-time revision).

75 % An additional 1500 kr/month after 75 % of the net study period (after approval of your supervisors).

100 % An additional 1500 kr/month after the doctor's degree has been approved (the application for the degree should be sent in after the defense has been approved and all course credits are registered in Ladok).

When you have successfully defended your thesis, and is still employed at SLU you will get an additional 2500 kr/month.

Your monthly salary is paid on 25th of each month (e.g. you receive remuneration for the full working time in January on the 25th of January). If you have a bank account at Nordea, your first wage will automatically be paid to that account. If you have your account at another bank, you need to fill in a transfer order to get the first salary to the correct account (this is done only once, then your wages are transferred automatically). Contact the personnel administrator for the transfer form.

Study plan

Even though you are accepted as a doctoral candidate, you will have to go through some paper work to be formally accepted as a PhD student at SLU. A joint task for you and your supervisors will be to write a study plan, which needs to be approved by a scientific committee at SLU. You will need to submit some other information about yourself at this time too (but your supervisors will be able to help you with this). Once you have arrived you will add in your study plan in more detail what your project is about, what you would like to achieve every year, when your mobility periods will be and which classes and conferences you intend to visit. Writing your study plan is a good exercise to become familiar with the topic you are going to work on and actively participate in planning your studies.

Student card and discounts

As a PhD student you are entitled to discounts, for instance if you use public transport or want to visit a museum. In order to get the discount you have to show a valid student ID. The best way to get on is by becoming a member of a student union (see more information below). After the payment of a small fee you can download the Mecenat app to your smartphone to access your electronic student discount card. It will be valid for a whole semester (6 months). Make sure that your card contains the abbreviations 'SJ' and 'SL' under the Mecenat sign (this entitles you for discounts with the two public transport systems SJ and SL). If it does not, you need to contact Mecenat and proof that you are a full-time student. You can also directly apply for a Mecenat card on their website <http://www.mecenat.se/>, which is free but the website and application is only available in Swedish.

Through Mecenat's website you can also request a plastic card, to be sent to your home address, if you don't want to use the app.

Student Unions and Student Nations

In Sweden you can find organizations created and driven by students which are part of every university and which support students and their rights. As an example, they oversee the quality of the educational program at SLU and can help with finding accommodation. Becoming a member is voluntarily and includes paying a small fee each semester.

A student union is associated with a particular university. For the Swedish University of Agricultural sciences in Uppsala, you can be a member of Ultuna Student Union <http://www.ultunastudentkar.se/>. Visit their homepage to find out more about them! In the beginning of each semester they usually have a rich program of activities, which can help you to settle down, experience Swedish culture and get to know people.

Another kind of student organizations in Sweden, are the student nations. There are 13 nations to choose from in Uppsala. Traditionally each of them is linked to a particular region in Sweden and Swedish students tend to favour the one that represents the region they come from. Besides of their names, they also differ in the activities they offer. Some can provide you with housing; others can support you with fellowships. In order to be eligible for either of their services, you have to become a member and pay a small fee. Student nations are also great places to socialize or do certain spare time activities (i.e. photography classes) and get reasonable cheap food. More information on student unions and nations in general:

<https://uppsalastudent.com/page/nations>

http://www.uu.se/en/admissions/student-life/the_student_nations/

Unemployment after your PhD

Everyone working in Sweden is eligible for basic unemployment insurance at a low rate. It is however recommended to join an unemployment insurance (A-kassan), which gives you the opportunity to receive payments based on your salary. If you have been a member of A-kassan for at least one year before the end of employment, you are entitled to up to 80% of your last salary for 300 days after unemployment started. The insurance of choice for academics is Akademikernas A-kassan (AEA). To join AEA you must be a graduate with a university degree. The fee is 90 SEK per month.

It is also recommended to further join a working labor union. Academics are usually member of the Statens fackförbund (ST's), which is the union for people working for governmental entities. For union members, the unemployment insurance can be as high 80-93% of your last salary. Here again, you will have to

be a member for at least 12 months, with a monthly fee ranging between 50-200 SEK.

In order to receive payments during a period of unemployment, you have to register as unemployed at the Swedish unemployment agency (Arbetsförmedlingen) as soon as your contract expires. The registration is dependent on your visa and personal number (personnummer), work permit (being a PhD student is not considered as work), if you are from an EU member state, if you previously have lived in EU country etc.

<https://www.arbetsformedlingen.se/Globalmeny/Other-languages/Languages/English-engelska.html>

As a former governmental employee you can also get help through "Trygghetsstiftelsen"

<https://www.tsn.se/change-and-security-0>

Good to know as employee at SLU

How to contact SLU employees

If you need to contact other employees at SLU by telephone it is easy to search for staff at SLUs home pages (www.slu.se or <https://internt.slu.se/en/>, click 'Search employee' in the top panel) or via the SLU telephone exchange (dial 99). To call within SLU dial the last 4 digits of the phone number. To call or fax outside SLU you need to dial 00 before the number. All e-mail addresses of staff at SLU are constructed according to firstname.familyname@slu.se.

Responsibility for computers

The department IT person registers new staff and provides an e-mail account and login credentials. If you encounter any problems with your computer or need common programs to be installed, contact your IT administrator.

Homepages on Internet

SLU's homepage is www.slu.se. From here you can find links, etc. to other useful homepages. If you are surfing from a computer at the department you can see all information at the webpage but if you are surfing from home you will need a "VPNconnection". Contact your IT administrator for changes etc. (Note: All information is not yet available in English).

E-mail

The computer provided by the department gives you access to Outlook. Remember that you can store e-mails that you want to save in other places than Outlook, for example in an archive-folder that you give a suitable name and then save. If you wish to check your e-mail from somewhere other than your AD-connected work computer, you can, in your compatible browser, log in via the <https://webmail.slu.se/>

Staff support

Each department has an intranet for internal information, discussions and documents at <http://www.slu.se/en/about-slu/organisation/departments-and-faculties/> >> *Internal – Intranet*.

There are also a few tools you will use during your PhD. On SLUs internal web pages (<https://internt.slu.se/> > Verktyg & system) you will find the following tools:

Primula självservice ("self service"):

- Application for leave – vacation, parental leave etc
- Sick leave
- Salary specification
- Changes in personal data (eg. address, telephone)
- Reporting of outside activities, elections
- Travel and expenses: **PrimulaRes** Login: "Logga in och öppna i nytt fönster" >> My page >> Travel/expenses

PaletteArena (Baltzar): Digital invoices include links here too

- Payment of invoices

The administrative personnel can help and give you an introduction to Primula and PaletteArena.

Palette reference

The Palette (formerly Baltzar) reference is a code, which *contains the 3-digit department id number and a combination of letters*, which is mostly the first letter of your Supervisors first name, and the first and last letter in his/her last name. (If you are uncertain about your Palette reference code ask the administrative staff). When placing orders you are supposed to tell the company where you place your order, your Palette reference and ask them to put it on the invoice. This reference code helps the economic division to send the invoices to the right person.

Post

The mail is emptied daily at 9.30 am. The daily mail delivery arrives later on. All envelopes are marked with a B. If you want faster delivery of your mail mark it with an "A" (within Sweden) and with a "priority" sticker for mail abroad. Note that you are **not allowed** to use the department's stationary for private correspondence! If you want to leave your mail downtown you must put on a stamp.

You can also send internal post within the campus using the brown folders that are available at the department's postboxes (ask the administrative personnel).

Address for invoices

ALL invoices should be sent to the invoice address – not to the department: SLU Fakturamottagning, Box 7090, 750 07 UPPSALA. The invoice should have a Palette reference code, notify the company when placing the order.

Organization number

The organization number for SLU is 202 100-2817.

Library

Situated at the central Ultuna, Undervisningsplan 10. More information about the library may be retrieved from their homepage <http://www.slu.se/en/library/>.

Vacation

If you have taken more than 20 vacation days in the course of one year, you can save the remaining days for subsequent years. You must, however, take at least 20 days of vacation in order to qualify to saving the remaining vacation days. You need not give notice regarding a wish to save vacation days. All days you have saved beyond 20 are transferred automatically to the next year. At the end of the year, you may not have more than 35 vacation days saved. Register your vacation days in [Primula](#).

See under section "Doctoral education - length and working hours" (page 19) for amount of vacation days depending on age.

Other useful information

Sports

SLU offers a refund of 2000 SEK per year for money you spend on sport (friskvårdsbidrag), equipment is excluded from this.

<https://internt.slu.se/en/my-employment/illness-and-healthcare/health-promotion/>

Insurance and benefits

Medical attention and medicine

You are entitled to compensation for medical attention and medicine by prescription. If you want to receive such compensation you must ensure that the Medical Insurance Card is filled out by the medical official or if it is for medicine you should have a prescription statement from the pharmacy. Compensation for health care and medicine is paid out together with wages, after you have given the receipts for costs to the personnel administrator, under the condition that you have a Medical Insurance Card.

As an employee you are entitled to claim payment contributions from the university for your visits to the doctor and the purchase of prescribed medicines. For that you have to keep the tickets and ask for the compensation via *Primula*, <https://internt.slu.se/en/>

If you are in need of terminal-glasses you should contact the personnel administrator at your department. They will give you a letter of referral and so part of the cost will be covered.

If you feel signs of ill health or other health problems that is work-related, you should contact your personnel administrator. SLU has agreements at different locations tackling occupational health, see; <https://internt.slu.se/en/support-services/administrative-support/human-resources/halsa-och-arbetsmiljo/occupational-healthcare/?si=CF7EF16482D2DA0C495627DE39237B33&rid=1054930039&sn=sluEPi6-prodSearchIndex>

Leave

If you are not sick or are not entitled to holiday days, but still need to be away from work, you must apply for leave. When you are on leave deductions are as a rule made from your wages. The amount of the deduction depends upon the cause of the leave. The deduction is specified on your wage slip. You should apply for leave

well ahead of time through *Primula*, <https://internt.slu.se/en/>. The department will grant or deny your application.

You are entitled to visit the doctor, dentist, the Company Health Service, free clinic or prenatal clinic and give blood during working hours with pay.

You are also entitled to one free day, with salary, when moving accommodation and funeral.

Illness

If you became ill, you have to give a notice to the personnel administrator as soon as possible. You or the personnel administrator registers the notice in *Primula*, <https://internt.slu.se/en/>.

If you are sick for more than seven consecutive days, you are required to submit a doctor's certificate starting from the 8th day. The certificate shall be sent to the Personnel Unit. Under certain circumstances a doctor's certificate can be required for shorter periods of illness.

When you are ill, SLU will pay you an "illness-salary" (sjuklön), which is the normal salary with some reductions: the first day 100% reduction (i.e. no salary), day 2 - 14 20% reduction (80% of your salary), day 15 - 364 90% reduction (10% of your salary). The salary will then depend on Försäkringskassan where you have to apply for the salary during that extended period. This will usually take 4 - 6 weeks or even longer for them to decide, so be aware of some shortage in your budget.

If you are a PhD student on stipend you can get help through Kammarkollegiet <http://www.kammarkollegiet.se/en/insurance-students-and-state-employees/student-insurance/health-and-parental-insurance-doctoral>

Insurances

All employees are covered by the civil servant insurance TGL-S. Students, guest researchers and scholars are not covered but SLU has signed a special GIF insurance (Group and individual insurance) for foreign visitors who participate in SLUs activities. Foreign students and PhD students are covered by the general casualty insurance for students signed by CSN. You are health insured if you are employed by SLU, but need to register at Försäkringskassan. For more information refer to website of Kammarkollegiet:

<http://www.kammarkollegiet.se/en>

Parental leave and child supervision

If you want parental leave for a long-term period you must apply two months in advance. You shall always make the application directly to the National Insurance Office (*Försäkringskassan*) for maternity allowance, parents' allowance, parents' temporary cash benefit and paternity leave. Contact your department or the Payroll Unit if you have questions regarding paternity

leave.https://www.forsakringskassan.se/privatpers/foralder!/ut/p/z1/04_Sj9C_Pykssy0xPLMnMz0vMAfjo8ziTTxcnA3dnQ28_U2DXQwczTwDDcOCXY1cnYz0w8EKDHAARwP9KGL041EQhd_4cP0oVCss3I1NDRwDAwyNTfyNvLyCDaAK8JhRk_BsaYZDpqAgAG8yYGg!/dz/d5/L0lDUmlTUSEhL3dHa0FKRnNBLzROV3FpQSEhL2Vu/?keepNavState=true

If you are a PhD student on stipend you can get help through Kammarkollegiet
<http://www.kammarkollegiet.se/en/insurance-students-and-state-employees/student-insurance/health-and-parental-insurance-doctoral>

Before you arrive in Uppsala

SLU provide useful information for foreign students coming to Sweden and SLU, see; <https://internt.slu.se/en/support-services/samverkan/international-cooperation/international-researchers-and-phd-students/>

Some of the things that are discussed in the link above are summarized underneath.

Residence permit

To enter Sweden, European citizens need an official ID card and non-European citizens need a passport. If you are not a resident in a European country, the first thing that needs to be taken care of is your visa or residence permit. Since the process of issuing the permit can be long and time consuming, you are strongly advised to begin this as soon as possible. You need to have an acceptance letter, fill out the application online or in paper form, and then the Swedish Migration Agency ([Migrationsverket](#)) will process the application. If you need an entry visa to travel to Sweden you will need to visit a Swedish embassy or consulate-general to be photographed and fingerprinted as soon as you have been granted a visa. If you do not need an entry visa, your residence permit must be granted before you travel to Sweden and you must be able to show the decision on your residence permit from the Swedish Migration Agency when you enter the country. You hand in the documentation for a residence permit card to the Swedish Migration Agency once you have arrived in Sweden. Detailed instructions for the entire process can be found at: <http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college/How-to-apply.html>.

From January 2017 The Swedish Migration Agency (Migrationsverket) has a new praxis: PhD students can now get a residence permit valid for two (2) years. To get the two years residence permit all requirements has to be fulfilled, eg. financing. Read the news here (in Swedish) <https://www.migrationsverket.se/Andra-aktorer/Larosaten/Nyhetsarkiv/Nyhetsarkiv-for-larosaten/2017-01-17-Praxisandring--tvaariga-uppehallstillstand-for-doktorander.html>

Students who are residents of an EU country will have to register their 'Right of residence' once they have entered Sweden within the first three months of their stay. It is highly recommended to do this online at the official homepage of Migrationverket (<http://www.migrationsverket.se/English/Private-individuals/EU-citizens-and-long-term-residents.html>). Scandinavian citizens do not need a residence permit.

Accommodation

Uppsala is a small city with two Universities and several thousands of students who all need accommodation. Except for a small group of students, most students (including you) are not provided with housing by either of the two universities. This means finding housing is your personal obligation. Unfortunately, finding housing in Uppsala is rather difficult and needs to be planned for well in advance. There are three ways to obtain accommodation in Sweden: through SLU, by registration in so called 'housing queues' provided by private companies and organizations, or second-hand renting (i.e. if someone is going abroad for a year or two and would like to rent out his/ her place to someone else or if people are looking to share their apartment with a flat mate).

SLU housing is only guaranteed for exchange and fee-paying students however, once SLU has provided housing for all of those students they may give you a 6 month contract (<http://www.slu.se/en/education/life-at-slu/Accommodation/in-uppsala/> for more information on the type of rooms they have). This contract will need to be renewed approximately every 6 months. To ask about housing at SLU, please contact (or have your supervisor contact): housing@slu.se.

Studentboet is a website organized by Uppsala University, SLU, Uppsala student union and the city of Uppsala (<http://studentboet.se/en>) where you can find detailed information on finding housing in Uppsala (both from private companies with queues and second hand) and they provide a service for people to advertise second hand rentals. This is an excellent resource for beginning your housing search.

When you are registered in a housing queue of a **private company**, you will collect so called 'queue days'. The more you have, the higher your chance in obtaining a room or apartment when you apply for it. The accommodation will always be granted to the person who has waited longest in the queue. The current waiting times in such a queue are between 1 and 4 years and depend on what you are looking for (i.e. a corridor room is usually easier to get than a complete student apartment) and how many students have access to this particular housing queue. As an example, there are companies, which rent apartments and rooms to both students from SLU and Uppsala University, and then there is one that is only renting to SLU students. You can imagine that your chance in obtaining a room is better if you only compete with students registered at SLU. It is extremely important that you register in these housing queues immediately and check the homepages for second hand renting on a regular basis. There are between 20 -150 students applying for one room or apartment, so you will have to be patient and not give up if your first attempts are unsuccessful. Below are some web addresses for you to do the first step in getting housing in Uppsala.

Housing agencies with housing queues

Please note that each of these companies/ organizations have different requirements to keep your registration active. Some need a small fee in advance and almost all need you to renew your queue days on a regular basis (i.e. once a year by applying for a room or sending an email to the secretary of the housing provider). If you fail to do so, you will lose all of your queuing points. The companies rent out either apartments of different sizes or so called 'corridor rooms'. Renting a corridor room means that you will have your own room, but usually share bathroom and kitchen with 3- 4 other people.

All information can be found here: <https://bostad.uppsala.se/>.

Second hand renting

Studentboet: <http://studentboet.se/en/>

This is a homepage where rental agencies and private people put up rooms and apartments for which you can apply without waiting in a housing queue. This means that the decision who gets the accommodation or not is largely based on sympathy. There are usually 20 or more people applying for one room, so only those who leave a good impression will have a chance to be favored over others. As long as you are still in your home country you will have to respond to the adverts by email, but if you have the chance, call and once you have arrived in Sweden, make an appointment for a viewing immediately. People have applied for offers and the same day they were posted they were already gone.

Blocket.se:

<http://www.blocket.se/uppsala?q=&cg=3020&w=210&st=u&mre=&ros=&roe=&ss=&se=&ca=10&l=0&md=th&m=113>

Blocket.se is a web site similar to Craigslist, where people offer almost everything from books to furniture, pets and housing. Here you can also find second hand renting. It could be smart to write and add and upload it here.

A general note: If an add seems too good to be true, then it usually is!

Be aware of people just out to scam you. Never pay for something you have not got.

After you arrive in Uppsala

SLU provide useful information for foreign students coming to Sweden and SLU, see <https://internt.slu.se/en/support-services/samverkan/international-cooperation/international-researchers-and-phd-students/>

Some of the things that are discussed in the link above are summarized underneath.

Personal number ('personnummer')

After you have sorted out your PhD paper work for SLU, the first thing you have to get is a Swedish Personal Number. The Swedish 'personnummer' consist of 10 digits with 6 of them corresponding to your birthday (YYMMDD) and usually a hyphen followed by a four digit number. The number will make you part of the Swedish civil system which will link your personal information (birthday, address etc) with authorities in healthcare, universities and insurance companies.

Only people who will stay and study or work in Sweden longer than one year are entitled to get a Swedish personal number. In order to get one assigned, you have to visit The Swedish Tax Agency ([Skatteverket](http://www.skatteverket.se)), fill out a form they will provide you and bring the following documents:

- Your passport with residence permits for identification.
- Your rent contract with your current address in Sweden.
- Your letter of acceptance which contains a statement on your funding,
- Your insurance status as well as how long you will be for in Sweden.
- In addition you can also bring a written contract with SLU if already available.

The Uppsala Skatteverket can be found at: Kungsängsgatan 43

Opening hours: Monday to Friday 10:00am – 4:00pm

Since there is usually already a queue before the office opens in the morning, be prepared to either come early or wait for some time. Also be considerate and respect the people that came before you. Swedes like to queue up and wait patiently in line until it's their turn. You will probably be approached by one of the very nice personals who will ask you what you want. You will then get a sheet with a waiting number as well as some instructions. When the waiting number shows up on the display, it's your turn.

More information can be found on their homepage (klick on 'other languages' for some English translation): <http://www.skatteverket.se>

After you have submitted all your papers it can take up to 6 weeks until you receive your number. If you decide to move during your stay in Sweden, you will have to contact Skatteverket within a week of your move and let them know your new address.

It is important to inform the Ladok administrator at your department when you receive your permanent personal number (YYMMDD-NNNN). Otherwise, you won't be able to access your results in Ladok.

Swedish identity card

You may be entitled to get a Swedish identity card. The Swedish ID can help you to use certain online services as well as to identify yourself. You will need to pay a fee first and have a personal number and an electronic passport with certain properties. More information can be found at:

<http://www.skatteverket.se/privat/sjalvservice/blanketterbroschyrer/broschyrer/info/721.4.6f9866931215a607a4f80002305.html/>.

It is now nearly impossible to get a bank account without a Swedish identity card so it is important to apply for this as soon as you have a personal number (as it can take weeks to get the card).

Bank accounts

After you have obtained your personnummer and your identity card, you can get a bank account. You can try to get one before, but the bank officers will most likely reject you. There are several banks in Uppsala you can choose from. You should get an account that is linked to a debit card, which can be used with an ATM as well as for direct payment in the store. You might experience difficulties in obtaining a card that allows you to pay and buy stuff in the Internet. Some bank officers follow a strict 1 year- customer policy, which means that you first need to have an account with them for a year until your card will be extended for further use in the World Wide Web. I would recommend choosing an account, which allows you to do online banking. You will pay a small fee (i.e. at Nordea it's only 12 SEK/ month), but it can be extremely helpful if you want to pay bills.

Below you will find a link to a homepage, which contain detailed information on the different banks and what you need to provide when you open an account. It seems that there are slightly different roles in terms of what you have to bring to get an account, so the best is you call the bank of your choice or just drop by their customer service office to ask what kind of documents they want you to bring.

<http://www.uppsalastudentkar.se/international-students/life-uppsala/good-know/banking-and-paying-bills>

Home insurance

Home insurance (Hemförsäkring) is insurance for you flat, things you own and if you would cause damage to someone else's belongings. Some even include theft insurance for your bike and "clumsiness" insurance if you drop your laptop, etc. You can compare a lot of them on <http://www.konsumenternas.se/>. If you don't

own things of extremely high value, you can estimate between 800:- and 1000:- SEK per year for home insurance.

Getting around Uppsala

The easiest way to commute in Uppsala is by bike. Proper bike paths are basically available everywhere throughout the city and there are enough bike parking opportunities as well. You can get a bike second hand (i.e. if someone is leaving and wants to sell his/ her bike or online at blocket.se), from bike shops or flea markets. It has been reported that stolen bikes have been sold on flea markets, so if you want to be on the safe side, it might be worth getting one from an official place. Make sure you get a proper lock as well as lights on your bike. The days in the wintertime are rather short and if you run into the police while riding a bike in the dark without proper lights, you will be fined.

Another convenient way to get around Uppsala is by bus. The public transport system in Uppsala is both very well developed and reliable. You can get bus schedules and maps as well as bus tickets in the ticket center in the Uppsala central station (on the left side when you enter from the bus stop area). There are several options for tickets. If you decide to use a bus every day, it is best to get a monthly card. As a student, you are entitled to get a discount, so make sure you present your student card when you purchase your ticket. The ticket will be a plastic card that you tab against a reader when you enter the bus. Ask the personal at the ticket center to show you how it works. If you do only intent to use the bus occasionally, you can charge a card with a certain amount of money, which will be subtracted once you enter the bus and tab the card in a similar way as the monthly one. If you happen to ride a bus without either of these two tickets, you can use your Swedish mobile to buy a ticket using the UL application (more information found here: <http://www.ul.se/en/Tickets/Nya-UL-appen/>). Occasionally you will also find machines on some bus stops where you can pay the ticket in coins. You will not be able to pay the driver in cash, so make sure you have everything you arranged before boarding the bus.

To better find your way through Uppsala by bus, check out this homepage:

<http://www.ul.se/en/>

Grocery stores

There are plenty of grocery stores in Uppsala. Hemköp, ICA, Coop Forum, Willys and Lidl- to just name the most common ones. The last two are the cheapest, but they also have a rather limited assortment of food.

Learning Swedish

When you come to Sweden you will quickly realize that it is very easy to get along in English. You will rarely meet a person who cannot talk to you in this language. In fact it seems that Swedes are even eager to use a foreign language to communicate. The majority of classes and talks at SLU will also be given in English. However, it can be of great value to also learn Swedish. It is not just part of experiencing the Swedish culture but also to get a bit closer with the people. Swedes tend to be rather reserved and shy but showing an effort to communicate with them in their own language can break down the ice. Classes at SLU and Uppsala University are usually reserved for Master students and only offer places to other people in case there is space available. Luckily there are several other options. The two that are most recommendable, are 'Swedish for immigrants' and the Swedish classes at the Folkuniversitetet.

'Swedish for immigrants' (SFI) is offered by Uppsala commune to a broad number of people and consist of different courses. Depending on your pervious education level (10 years of school, University level etc) you will end up in a specific class, which is most suitable for you. Swedish classes take place twice a week and you will have to spend additional hours on a web-based program. In general these classes are of a slow pace and you should be able to get along with it well. Courses at Folkuniversitaet are limited to 8-10 weeks twice a week but are usually more intense. You will learn more in a shorter time, but you also have to pay quite some money for it (about 2000 SEK/ course). SFI is a free service and the classes will continue much longer.

Swedish for immigrants

<https://www.uppsala.se/sprak/english/>

Folkuniversitetet

<http://www.folkuniversitetet.com/In-English/Swedish-courses/Swedish-in-Uppsala/>

The Swedes

If you come to a foreign country you will realize that certain habits or social roles appear strange to you in the beginning. The Swedes are very nice people, with a great sense for family and equality. They also have a sense for technical innovations and have sophisticated systems for online identification, booking washing machines and transferring money to bank accounts. They are very friendly and helpful as well as respectful to other people, rules and laws. They are very punctual, so always make sure you are in time when you have an appointment or meeting. Swedes also love queuing up and no matter if you are at Skatteverket, at the meat counter in the supermarket or in a shop to have some photos developed, you will have to get a number and wait for it to be called. Be patient and respectful while waiting. Understanding the reaction of people you

live with can be a key feature to your well-being while living abroad. For more information: <http://www.studyinsweden.se/>.

Life in Uppsala

Uppsala is a great student city, which offers almost everything you can think of. The two universities, SLU and Uppsala University, have a great assortment of talks and courses, and classes are usually mixed with students coming from both universities. So feel free and check out both for classes and talks you are interested in!

There is a huge sport campus where you can engage in all kinds of physical activities for a little price <http://www.campus1477.se/en/> & <http://www.uppsala.friskissvettis.se/en>

If you like swimming Fyrishov offers several indoor swimming pools i.e. <http://www.fyrishov.se/om-oss/english/>. With the seasons the activities you can do in and around Uppsala, change: In the summertime you can go swimming, canoeing and kayaking on lake Mälaren, hiking on the numerous hiking trails or BBQ. In fall there are delicious berries and mushrooms, which can be collected, and in the winter you can go out for cross-country skiing and ice-skating (in a hall or outside on the lake if it is cold enough). A very famous winter sport in Sweden is called 'Bandy' (<http://en.wikipedia.org/wiki/Bandy>). There are classes at the big stadium Studenternas IP, close to the Uppsala hospital. If you are more into horses, there are several riding stables in and around Uppsala.

If you are not feeling well and need mental or psychological support, you can turn to a team of specialized people who are part of the university <http://uu.se/en/students/support-and-services/health-care/>

The 13 student nations, a countless number of cafes as well as the numerous night clubs and bars, as well as several cinemas offer a great deal of night life. Uppsala also has a concert house <http://www.ukk.se/In-English/>, where international artists regularly appear.

With the seasons the activities you can do in and around Uppsala, change: In the summertime you can go swimming, canoeing and kayaking on lake Mälaren, hiking on the numerous hiking trails or BBQ. In fall there are delicious berries and mushrooms, which can be collected, and in the winter you can go out for cross-country skiing and ice-skating (in a hall or outside on the lake if it is cold enough). A very famous winter sport in Sweden is called 'Bandy' (<http://en.wikipedia.org/wiki/Bandy>). There are classes at the big stadium close to the Uppsala hospital (Studenternas IP). If you are more into horses, there are several riding stables in and around Uppsala.

If you are interested in learning more about Uppsala, feel free to visit the Tourist office in the city center (Kungsgatan 9, Uppsala). There you will also get the monthly magazine 'What's on Uppsala' in which you can learn about the activities and events going on.

<http://www.destinationuppsala.se/en/>

Allemansrätten

Gives a person the right to access, walk, cycle, ride, ski, and camp on any land (e.g. in Sweden for one or two nights)—with the exception of private gardens, the immediate vicinity of a dwelling house and land under cultivation. Restrictions apply for nature reserves and other protected areas. It also gives the right to pick wild flowers, mushrooms and berries (provided one knows they are not legally protected), but not to hunt in any way. Swimming in any lake and putting an unpowered boat on any water is permitted unless explicitly forbidden. Visiting beaches and walking by a shoreline is permitted, providing it is not a part of a garden or within the immediate vicinity of a residence (legally defined as the hemfridszon). The hemfridszon's size depends on conditions but can be as large as 70 meters from an ordinary dwelling house. However — with the rights come responsibilities; that is, an obligation neither to harm, disturb, litter, nor to damage wildlife or crops. The maxim is "do not disturb, do not destroy"

"Sweden manual"

Nummerlapp

Whenever and wherever you have to stand in line, there probably is a number sheet to pick (exceptions: Supermarket counter, bus stop...)

Never, I mean NEVER cut the line when queuing for something!

Don't be late, unpunctuality is considered very rude!

Take off your shoes, when you enter a Swedish household.

"Ingen reklam, TACK!"

Note this on your post box/door to avoid advertise flood!

Alcohol

Beverages with more than 3.5 % alcohol are exclusively sold in stately "Systembolaget" stores.

Always bring your **ID** to a pub, bar, club, Systembolaget (even if you passed your teens quite some time ago, you'll be asked to show it!). If you are **not EU** you will need to bring your passport.