



PhD student handbook

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PhD studies at the Faculty of Veterinary Medicine and Animal Science

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. You are welcome to suggest changes that you think may be of value for other PhD students (in this case, please email your department representative on the Veterinärmedicinska Föreningen doktorand (VMF PhD student council), contact information begins on page 25).

VMF PhD council

The VMF PhD council is connected to the student union and handles issues concerning research and post-graduate studies at the faculty of veterinary medicine and animal science. Its purpose is to support the PhD students at the faculty of veterinary medicine and animal science at the Swedish University of Agricultural Science. Each department has a representative in the council and a board.

The VMF PhD council arranges lunch seminars about once a month where PhD students can meet each other and practice oral presentations. Information about when and where is sent to everyone on the mail-list beforehand, and if you sign up in advance you will get a sandwich during the seminar. Contact your department representative to be put on the listserv to get information on this event.

The VMF PhD council also arrange for PhD students to meet over coffee every Tuesday at 14:30 at the tables besides Yggdrasil on level 5.

VMF PhD council sometimes arrange other relevant seminars with external speakers and get-togethers after work or dinner.

The homepage of the VMF PhD council is found at:

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

Introduction

When you first arrive at the 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.

All new PhD students will have a meeting with their department's director of postgraduate studies who will inform about PhD education and answer questions. 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, telephone, expenses for courses and travel, the Primula självservice ("self service") and the invoicing program PaletteArena. On admission your e-mail address will be included in the faculty mailing list for PhD students (doktorand-djur@slu.se). 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*. 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, please talk to your main supervisor.

Contact persons

Some important contacts are mentioned in the attachment at the end of this document that can assist you with various things at the department, faculty, or university level. If you need to contact any of them by telephone it is easy to search for staff at SLU's home pages (www.slu.se or <https://internt.slu.se/en/>, click 'Search employee' in the top panel) or by way of the SLU telephone exchange (dial 99). To call within SLU you 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`.

The PhD student ombudsperson ("Doktorandombudsmannen" - contact information is found in the attachment) is there for all the PhD students at SLU, and her responsibilities include supporting and helping individual PhD students with various problems in their work situation.

Up to July 1st 2010 it was mandatory for PhD students to be a member of one of the student unions at SLU, but this is no longer compulsory. Each student union has a PhD student council, which is responsible for bringing up issues of interest for PhD students. PhD students at the Faculty of Veterinary Medicine and Animal Science (VH) normally are either members of the ULS or VMF student union. If you have previously been a member of another student union at SLU you do not have to change unions. The PhD student council has representatives on various boards and committees in the university administration. All departments have a department

representative with the responsibility for acting as a link between the department's PhD students and the PhD student council.

Ultuna student union: <http://ultunastudentkar.se/> and VMF: <http://vmf.slu.se/>.

Computers

Responsibility for computers

The department IT person registers new staff and provides an e-mail account and information for logging on. If you encounter any problems with your computer or need common programs to be installed, contact your IT administrator (see contact list).

Back-up and virus protection

If required, the department normally makes a computer available for the duration of the PhD studies, including all the necessary programs and anti-virus protection.

All users and computers at the department are placed in AD and thus have access to networks, programs and back-up.

E-mail: Outlook

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.

Webmail

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://mail.slu.se>.

Staff support

On SLUs internal web pages (<https://internt.slu.se/> > Verktøy & system) you will find the following tools:

Primula självservice ("self service"):

- Application for leave – vacation, parental leave etc
- Sick leave
- Remuneration (eg overtime)
- 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

Baltzat/PaletteArena: Digital invoices include links here too

- Payment of invoices

The administrative personal can help and give you an introduction to, in particular, PrimulaRes and PaletteArena.

Postgraduate education - length and working hours

Postgraduate 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/>.

Disclaimer for the whole document that things may change and might not be exact in this document.

Salaries

During your time as PhD student you will be included in the normal salary revision, with individual negotiations. The salary scale for PhD students after completed time and according to a local agreement is as follows:

0 % Starting salary of at least 24 300:-.

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 doctors degree has been approved (the application for the degree should be sent in after the defense has been approved).

If you are not employed as a PhD student, but have another type of employment at SLU, you will get an additional 2500 kr/month when you have successfully defended your thesis.

Getting started

You will find general and faculty-specific guidelines regarding postgraduate studies at <https://internt.slu.se/en/research-education--ema/education/phd-education1/documents/>. The general study plan for postgraduate studies in the subject of Animal Science are found at <https://internt.slu.se/en/research-education--ema/education/phd-education1/courses-thesis-work-scope-of-the-education/>. All PhD students are admitted to the general study plan in Animal Science or Veterinary medicine. All students at the faculty should be admitted to the research school at the VH-Faculty, GS-VMAS (Graduate School for Veterinary Medicine and Animal Sciences) <http://www.slu.se/gs-vmas>.

Applying for admission to postgraduate studies

In order to be admitted to postgraduate studies an application is required that includes the following:

- An individual study plan
- Detailed description of the proposed financing of the postgraduate studies. A contract from the funding agency, if such exists, and the project number
- Certificates showing that the requirements for general and special eligibility are met
- Supporting documentation for recruitment

You can find the application form for admission to postgraduate studies on SLUs Internal web <https://internt.slu.se/en/research-education--ema/education/phd-education1/university-common-forms/> and the form for your individual study plan at <https://internt.slu.se/en/research-education--ema/education/phd-education1/planning-and-follow-up/>. Send a copy of the application and the study plan to the Director of postgraduate studies after the Head of department has approved it. Your application will be processed by the Postgraduate Education Committee (FUN) and when you have been admitted as a postgraduate student you will automatically be included in an e-mail list of all PhD students in the Faculty of Veterinary Medicine and Animal Science, where you will have access to important information about stipends, courses and other activities.

Individual study plan

The individual study plan is formulated in cooperation with your supervisor. The forms can be downloaded from the internal web (see above). The individual study plan should be revised annually and be filed with your department's Director of postgraduate studies. The study plan will also be evaluated by the Faculty Board, which is done through the half-time report sent to FUN.

Research in progress

Rules and regulations concerning animal experiments

What is an animal experiment? According to the Swedish definition it concerns the use of animals for:

1. Scientific research
2. Disease diagnosis
3. Development and manufacture of medicinal or chemical products
4. Teaching, if the animal is slaughtered or subjected to surgical procedures, injections, is bled, or if the animal suffers, or is at risk of suffering.
5. Other comparable purposes

(Paragraph 1c, L1 Animal Protection Law (1988:534))

It is the purpose/objective of using the animal that determines whether it is an animal experiment or not. Studies where the animal is not subjected to suffering are also included in the definition, e.g. behavioural studies.

In order to carry out an animal experiment the following are required:

- Permission to use experimental animals is granted by the Swedish Board of Agriculture.
- Training: All those who use, raise or manage experimental animals must, according to the law, have the training that is required for them to carry out their duties in accordance with the animal protection regulations. SLU gives a course each year for postgraduate students on the management of experimental animals.
- Approved premises for keeping the animals: The Board of Agriculture must approve the premises before the activities with the experimental animals commence. If gene-modified animals are used additional approval is required just to keep the animals.
- Person responsible for the facility: Every unit with experimental animals must have a person who is responsible for the facility, who is approved by The Board of Agriculture. This person is responsible for the animal protection regulations being complied with, for example that the animals are supervised correctly.

- **Advisory/responsible veterinarian:** The veterinary advisor, together with the person responsible for the animal facility must check that the animal protection regulations are followed and also give advice concerning the animals' welfare and the experimental design.
- **Approved ethical application:** The task of the Ethics Board is to weigh the benefits of the study against the suffering of the animals that will be included in the experiment. The Ethics Board meets on the last Friday of each month and needs to receive the application at least a month before the meeting. The approved ethical application is valid for 3 years.
- **Specifically reared animals:** The experimental animals must be reared for the purpose, that is specially bred for research, with the exception of horses, beef cattle, pigs and small ruminants

Handling of research documentation

The PhD student will be provided with information on how to handle research documentation at the SLU course on Information Retrieval. In summary the following applies:

The Accountability Principle applies for the research activities of official bodies. Negotiations in connection with the research are subject to the Freedom of Press Act regulations on the public access to official records. The type of research and its financing are unimportant.

The project's raw data can be destroyed after 10 years, according to current application decisions. Therefore it is important that basic research data is saved in files identified with the title of the project, the person responsible, and the years the study took place. Raw data from a research project normally belongs to the university, and therefore should never leave the department (with the exception of certain regulated practices).

Examples of raw data:

- Investigative and experimental protocols, measurements and results, surveys etc.
- X-rays and photographs etc.
- Samples of feed, feces, urine, milk and blood

Processing materials, such as drafts, concepts, material that has been reworked, lists and calculations can be discarded when no longer needed.

When the study has been completed, and before the PhD student has graduated, the raw data should be handed over (well-organized and documented, including information about the completion date) to the supervisor.

Postgraduate courses

A PhD degree corresponds to 240 ECTS, of which 30-75 ECTS should consist of regular courses, including basic and subject courses and participation in seminar series.

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 postgraduate 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.

Take the opportunity to take as many basic 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.

Congresses and 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. Funding of these trips 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. You can apply for these general scholarships twice per year (around March 1st and October 1st); they will be announced through the e-mail list for PhD students. For some scholarships additional study visits are required in connection to the trip.

The trip should be booked through one of the travel bureau the university cooperates with. Information about these can be found at: <https://internet.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.

Follow up and documentation

Annual revision

Each year all postgraduate students should review, and if necessary, revise their 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 postgraduate studies at the end of the year.

Half-time revision

The half-time revision takes place around halfway through your net study period (~2 years), when you should:

- Give a seminar where you describe the background of your project, the studies that have already been done, and those still to be performed.
- The PhD student, the Director of postgraduate studies, the Head of department, the main supervisor, and a member of your department's postgraduate studies group, meet in order to review, and if necessary revise, the study program. The Director of postgraduate studies chairs the meeting during which the following issues are discussed:
 - Supervision and postgraduate courses - completed and planned.
 - Experiments / collection of data - completed and planned.
 - Processing and analysis of data - completed and planned.
 - Articles, titles, status and number.
 - Presentation of results at congresses, trips etc - completed and planned.
 - Any duties at the department, for example lecturing.
- The meeting ends with the Director of postgraduate studies summarizing her/his impressions and the upcoming suggestions on changes. The individual study plan is revised accordingly.
- The form "Half-time revision", which can be downloaded from the web <https://internt.slu.se/en/research-education--ema/education/phd-education1/university-common-forms/> > *Half-time follow up*, should be filled in and submitted to the Postgraduate Education Committee (FUN). Attach the revised version of the individual study plan. The main supervisor is responsible for sending a copy of the latest version of the individual study plan to the Director of postgraduate studies.
- The Head of department writes her/his opinion and signs the form.

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 / licentiate seminar

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.

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/licentiate seminar is submitted.

The application form for the PhD defense/licentiate seminar 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 (Lotta Jäderlund, 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

An external examiner and an examination committee should be appointed for a PhD defense. The examination committee should consist of 5 or 3 members (if 3, a stand-in must be appointed). The external examiner and at least 3 of the examination committee should be at least associate professors, and all should have a doctor's degree. Both the external examiner and at least one member of the examination committee must come from another faculty (= cannot be employed at our faculty, or be an associate professor at our faculty or its predecessor). Furthermore, at least one member must come from our Faculty. At a licentiate seminar an examination committee is appointed consisting of 3 members, all with a doctor's degree. There should be a chairperson both at a PhD defense and licentiate seminar, normally the Head of department.

Contact the student union to get a certificate confirming that you have paid your union dues during your time as PhD student up to June 30, 2010. This certificate should be attached to your application for your PhD defense or licentiate seminar.

Doctor's thesis

Get an ISBN-number for the thesis and a part-number in the Acta-series. Contact the SLU library at isbn@bibul.slu.se and give them your name, department, title of the thesis and "nailing" date, 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 half of the papers, and at least two 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. When

the summary is ready for conversion 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.

Licentiate thesis

Licentiate theses are not included in the Acta series but in the department’s report series. Contact the library as for a PhD thesis to get an ISBN number. An administrator in your department, will give you a number for the department’s report series, and will also prepare the title page of the thesis.

The thesis should include one or two articles. These need not necessarily have been accepted or published in a journal, but should at least be in manuscript form, and the quality should be such that it should be possible to publish the paper(s) in a peer-reviewed international scientific journal. If an article has been accepted, remember to contact the journal concerned to get permission for the printed article(s) 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. When the summary is ready for conversion to Pdf it is common that the Pdf and Word versions are not fully compatible. Certain paragraphs can have been shifted slightly, and you may need some advice from your IT coordinator, 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 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, formatted as for the General Introduction

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).

For a licentiate thesis you should attach:

- Cover page that has been prepared.

The dissertation will also be published electronically in EPSILON's data base, 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 such as "Svensk Gris" or "Husdjur", and/or to the daily newspapers.

"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, in connection to the afternoon coffee break, and brings something to take with the coffee.

Of the printed copies of the thesis:

- Ten copies of a doctoral thesis and 5 copies of a licentiate 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 external examiner 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 / licentiate seminar

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/en/research-education--ema/education/phd-education1/defence-of-doctoral-thesis-or-licentiate-seminar/> In addition, you are encouraged to attend some defenses in order to get an idea of what to expect.

At licentiate seminars there is no external examiner. The respondent always presents her/his research, and it is the job of the examination committee to review the work and discuss it with the respondent. More information is available at <https://internt.slu.se/en/research-education--ema/education/phd-education1/defence-of-doctoral-thesis-or-licentiate-seminar/>

In connection to PhD defenses and licentiate seminars it is customary that your department provides light refreshments for lunch.

When you have defended your PhD / held your licentiate seminar

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

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

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

Before you arrive in Uppsala

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 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:

<https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college/How-to-apply.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. I 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=&s=&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.

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. One of your supervisor's tasks will be to write a study plan, which will 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 intent to visit. Writing is also a good exercise to become familiar with the topic you are going to work on and actively participate in planning your studies.

After you arrive in Uppsala

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 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 Skatteverket, 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 persons 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.

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/blanketterbroschyrr/broschyrr/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>

Student card and discounts

As a student you are entitled to discounts if i.e. you use public transports or want to visit a museums. 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 will receive the student card in your mail. 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.

If you have an iPhone or iPod with Internet access, you can also download an application and the student card will be saved on your phone/ iPod.

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 save 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 tap 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 intend 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 tap 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.

Student Unions and Student Nations

In Sweden you can find organizations created and driven by students which are part of almost 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 usually associated with a particular university. For the Swedish University of Agricultural sciences in Uppsala, you can be a member of the Veterinary Medicine Student Association (VMF) (<http://vmf.slu.se/>) or Ultuna Student Nation (<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 favor 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:

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

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

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 Folksuniversitetet.

‘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 takes 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 Folksuniversitaet 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/>

Folksuniversitetet

<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/>).

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://sh.uu.se/studenthalsan-the-student-health-center/>).

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 as well as 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 'Bundy' (<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 (Fyristorg 8, 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.destination uppsala.se/en/>

Contact information AFB

Department:	Department of Anatomy, Physiology and Biochemistry
Head:	Lena Holm
Deputy Head:	Anna Bergh
Chief administrative officer:	Carolina Wallström-Pan
Administrative officers:	Jane Pettersson
Director of postgraduate studies:	Sara Wernersson
Responsible for seminar series:	Liya Wang
Responsible for Ladok:	Susanna Hallgren (Utbildningsservice)
Responsible for IT:	Piotr Wlad
Responsible for email lists:	Carolina Wallström-Pan
Responsible for archives and registration	Carolina Wallström-Pan
Union representative (SACO) at the department:	-
PhD student council representative:	Ellinor Spörndly-Nees Josefin Söder
Health and safety representatives:	Piotr Wlad
Sections (for each section in your department write section and the name of the head of your section):	
Section:	Anatomy and Physiology
Head:	Lena Holm
Section:	Biochemistry
Head:	Gunnar Pejler
Section:	Hippologen
Head:	Anna-Lena Holgersson

Contact information BVF

Department:	Department of Biomedical Sciences and Veterinary Public Health
Head:	Ivar Vågsholm
Deputy Head:	Carolin Fossum
Chief administrative officer:	Mikael Rosenius
Administrative officers:	Anna Rothman Kersti Larsson
Director of postgraduate studies:	Stefan Örn
Responsible for seminar series:	Liya Wang Emilia Svala
Responsible for Ladok:	Utbildningsservice
Responsible for IT:	IT-stöd itstod@slu.se
Responsible for email lists:	BVF-all – Adm chef (Camilla Ottergren)
Responsible for archives and registration:	vacant
Union representative (SACO) at the department:	vacant
PhD student council representative:	Emeli Torsson
Health and safety representatives:	Lise-Lotte Fernström Agneta Boström
Head of division (Bact/Food/Vir/Par)	Sofia Boqvist
Section:	Bacteriology
Head:	Bengt Guss
Section:	Microbial food safety
Head:	Ivar Vågsholm
Section:	Virology
Head:	Mikael Berg
Section:	Parasitology
Head:	Johan Höglund
Head of division (Pat/Pharm/Tox/Imm)	Elisabeth Ekman
Section:	Environmental toxicology
Head:	Leif Norrgren
Section:	Pathology
Head:	Stina Ekman
Section:	Toxicological food safety
Head:	Agneta Oskarsson
Section:	Immunology
Head:	Caroline Fossum
Section:	Pharmacology
Head:	Johan Gabrielsson

Contact information Hgen

Department:	Department of Animal Breeding and Genetics
Head:	Hossein Jorjani
Deputy Head:	Dirk-Jan De Koning
Chief administrative officer:	Carolina Wallström-Pan
Administrative officers:	Monica Jansson Helena Pettersson Louise Simann
Director of postgraduate studies:	Susanne Eriksson
Responsible for seminar series:	Åsa Viklund
Responsible for Ladok:	Monica Jansson
Responsible for IT:	Cano Merkan
Responsible for email lists:	Cano Merkan
Responsible for archives and registration	Monica Jansson
Union representative (SACO) at the department:	Siw Pettersson
PhD student council representative:	Hadrien Gourlé
Health and safety representatives:	Siw Pettersson
Sections	
Section:	Applied Genetics
Head:	Lotta Rydhmer
Section:	Molecular Genetics and Bioinformatics
Head:	Göran Andersson
Section:	Quantitative Genetics
Head:	Dirk-Jan De Koning

Contact information HMM

Department:	Department of Animal Environment and Health
Head:	Jenny Yngvesson
Deputy Head:	Anna Hessle
Chief administrative officer:	Eva Blomberg
Administrative officers:	Susanne Lindwall Annika Holm Linda Rydén Carina Johansson
Director of postgraduate studies:	Katarina Arvidsson Segerkvist
Responsible for seminar series:	Maria Andersson
Responsible for Ladok:	Carina Johansson
Responsible for IT:	IT Support (it-stod@slu.se)
Responsible for email lists:	IT Support Talk to Susanne Lindwall
Responsible for archives and registration	Carina Johansson
Union representative (SACO) at the department:	Birgitta Johansson (Might change at the upcoming meeting)
PhD student council representative:	Torun Wallgren
Health and safety representatives:	Jane Geismar Anne Larsen
Sections (for each section in your department write section and the name of the head of your section):	
Section:	Division of Environment, Care and Herd Health
Head:	Lotta Berg
Section:	Section of Anthrozoology and Applied Ethology
Head:	Maria.Andersson
Section:	Division of Production Systems
Head:	Anna Hessle
Section:	Section of Ethology and Animal Welfare
Head:	Jenny Yngvesson

Contact information HUV

Department:	Department of Animal Nutrition and Management
Head:	Sara Österman
Deputy Head:	Ewa Wredle
Chief administrative officer:	Johan Karlsson
Administrative officers:	Margareta Norinder Marianne Lövgren Kerstin Burstedt
Director of postgraduate studies:	Helena Wall
Responsible for seminar series:	Sara Österman
Responsible for Ladok:	Anniqua Melin Marianne Lövgren Margareta Norinder
Responsible for IT:	Webmaster: Marie Liljeholm IT support: itstod@slu.se Need of new PC: Johan Karlsson
Responsible for email lists:	Administrative officers
Responsible for archives and registration	Administrative officers
Union representative (SACO) at the department:	-
PhD student council representative:	Josef Dahlberg
Health and safety representatives:	Mikaela Patel (offices) Jorge André (lab) Cecilia Müller (feed science lab)
Sections (for each section in your department write section and the name of the head of your section):	
Section:	Avian
Head:	Helena Wall
Section:	Feed science
Head:	Rolf Spörndly
Section:	Monogastrics
Head:	Anne-Helene Tauson
Section:	Reindeer husbandry
Head:	Birgitta Åhman
Section:	Ruminants
Head:	Kjell Holtenius
Section:	Lab
Head:	Börje Ericson & Anna-Greta Haglund

Contact information KV

Department:	Department of Clinical Science
Head:	Björn Ekesten
Deputy Head:	Carina Gånheim
Chief administrative officer:	Elinora Johansson
Administrative officers:	Susanne Pettersson Annika Nyström Anette Forsberg Mikael Rosenius
Director of postgraduate studies:	Ylva Sjunnesson
Responsible for seminar series:	Susanne Petersson
Responsible for Ladok:	Susanne Petersson
Responsible for IT:	Elinora Johansson
Responsible for email lists:	Mikael Rosenius
Responsible for archives and registration	Anette Forsberg
Union representative (SACO) at the department:	Madeleine Tråvén
PhD student council representative:	Emma Persson Sjödin
Health and safety representatives:	Karin Sellin-Wretling
Sections (for each section in your department write section and the name of the head of your section):	
Section:	Diagnostics and Large Animal Clinical Sciences
Head:	Ove Wattle
Section:	Ruminant Medicine and Veterinary Epidemiology
Head:	Camilla Björkman
Section:	Small Animal Clinical Sciences
Head:	Jens Häggström
Section:	Reproduction
Head:	Ulf Magnusson