

**The Guide**  
**to**  
**the Galaxy**  
**of**  
**Science**

**For postgraduate students and their supervisors  
at the department of Ecology**

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# **The Guide to the Galaxy of Science**

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## Introduction

This is a guide for supervisors and especially postgraduate students (most of the advice also works for PhLic., except for the time schedule). Detailed and more formal information of the basics of postgraduate studies (PhD and PhLic) are found at the homepage below. **Here you'll find everything!** Unfortunately, not all is in English, yet.

<https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/> or <https://internt.slu.se/en/research-education-ema/phd-education/> (English).

It is especially relevant to check the following documents:

1. Guidelines for postgraduate studies in the Faculty of natural Resources and Agricultural Sciences check the most recent update! See faculty guidelines: In English:

<https://internt.slu.se/en/research-education-ema/phd-education/guidelines-and-objectives/faculty-guide-lines-for-phd-education/>

2. The general study plan for postgraduate studies in the postgraduate discipline Biology - Ecology/ Entomology/ Conservation Biology:

In Swedish: <https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/ansvariga-namnder-studierektorer/forskarutbildningsamnen/forskarutbildningsamnen-vid-nl-fakulteten/>

In English: <https://internt.slu.se/en/research-education-ema/phd-education/responsible-committees-and-director-of-studies/postgraduate-subjects/>

Here is the link to the homepage of PhD-studies at the Dept of Ecology (but not much is said there):

<http://www.slu.se/en/faculties/nl/about-the-faculty/departments/department-of-ecology/education/postgraduate-studies/>

Other documents referred to are found at the NL-fak homepage (see addresses above).

### **Avoid using old documents!**

**Check the PhD-education continuously for the latest version of whatever you want to download and need.**

### Important persons mentioned in the text

Director of post-graduate studies: Tomas Pärt

Secretary of post-graduate studies: Berit Lundén

Secretary for employments: Lena Lindelöf

Prefekt (head of the dept.): Åsa Berggren (deputy: Barbara Ekbohm)

Directors of graduate studies: Lisette Lenoir & Jan Lagerlöf

## For the supervisors

Here is the latest news of what to do when to employ a new postgraduate student. Recommended reading is the “**Guidelines for postgraduate studies in the Faculty of natural Resources and Agricultural Sciences**” (NL-fak, see <https://internt.slu.se/en/research-education-ema/phd-education/guidelines-and-objectives/>)

### The very first steps

If you have got funding for employing a postgraduate student, you have to think about the following:

1. SLU requires that the postgraduate student should have a doctoral (or Lic.) appointment (doktorandtjänst) during most of the time (a general policy is all four years, but see Guidelines from NLFak)
2. You should negotiate with the Head of the department (Prefekt) about whether the fourth year will be financed by the dept., if so is required. This means you are also informing the Head of the dept. that you will employ a postgraduate student.
3. All postgraduate student positions should be advertised (but see an exception in “Guidelines from NLFak). This is done by first filling the electronic form on SLU homepage (MittSLU; left “Mina verktyg” utbildningsplatser; Lägg in ny annons/create a new advert). You need a reference number from the Registrar . Email to: [registrator@se.slu](mailto:registrator@se.slu) and ask for one.
4. Let the Head of the dept. approve this advertisement. It is now visible at the SLU homepage, the ad has got a reference number and all applications will be sent to the Registrar at SLU.
5. When the deadline for applications is passed, you will get the applications and a list of all applicants

### Evaluation of applicants and the choice of a student

For SLU’s policy in the evaluation process, see SLU’s webpage “About Postgraduate studies”. <https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/> Download “Antagningsordning för utbildning på forskarnivå vid SLU”.

1. Make a list of all applicants, degree, courses of relevance, master project, other qualifications asked for in the advertisement
2. Based on CV’s and contacts with reference persons make a shortlist on the top candidates to interview.
3. Interview top candidates. It is good to have a PhD student in the group of interviewers and it is good to have both men and women in that group
4. Write a review of the applicants (mainly the top candidate group) and motivate the rank of candidates. Choose the person to be appointed. The written statement of your final choice should include statements of all required skills asked for in the advertisement.
5. Send all applications and the written statement to **the secretary for employments** who later sends it to the Registrar, SLU.

## The PhD application to the Registrar and NL-fak

In order to employ your new postgraduate student you first need to send a formal application to NLfak. What you need to do is the following:

1. Fill the official application form. This is found at SLU's homepage: <https://internt.slu.se/en/research-education-ema/phd-education/the-starting-phase/application-to-the-faculties-about-admission-/> Decide if you are going to have a PhD in "Biology, Ecology", "Biology, Conservation Biology" or "Biology, Entomology" i.e. in one of the three PhD study subject areas held at the department.
2. Write an Individual Study Plan, see instructions at the NL fak homepage (address as above). It is strongly recommended to have supervisors of both sexes. Furthermore, you need to clearly show that the postgraduate position is fully funded and that he/she has an exam certification. Also, the more detailed project description (appendix 1) should include a short theoretical and empirical background, clear questions and methods for each planned subproject (corresponding to potential papers in the thesis). A well-written and clear Individual Study Plan will be processed much faster than a poorly written one.
3. Send this first to the Director of postgraduate studies at the dept. (Tomas Pärt), who, together with some reviewers, will review the application and approve it after some comments.
4. **When approved at the dept. give it to the secretary dealing with employments who will send it to Registrar at SLU.** This application should now include:

- \*Attested copies of a exam certificates
- \*Copies of IELTS or TOEFL tests (if appropriate)
- \*The application form
- \*Individual Study Plan (with project description)
- \*Advertisement of the PhD position on SLU's website (copy)
- \*Letter of appointment and the written statement of the evaluation of all applicants for the postgraduate position (i.e. a copy of the one sent to the Registrar)
- \*If externally funded: A copy of the signed contract

Remember: You may also write a document of cooperation (supervisors and student) but that document is fully informal and only for personal use for the student and supervisors and IT SHOULD NOT BE SIGNED (because of reasons of law).

5. Wait for the approval from NLfak
6. To foreign PhD students:
  1. a) Inform about the document of "Students from abroad", <https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/before-arrival/> and <https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/from-a-to-z/> and

<https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/swedish-authorities-step-by-step/> .

b) Inform about the buddy system for new PhD-students and find a “buddy” before the start. See attachments. Also available at the PhD student council homepage <http://dradnl.adm.slu.se/>

## The start: presenting

Send the info about the department to the new PhD student. You’ll find it here:

<https://arbetsplats.slu.se/sites/ekol/intranet/Shared%20Documents/Ecologybuilding%2020090925.pdf>

Everything is now set and your postgraduate student has arrived for his/her first day at the department. Now you need to introduce him/her. Take at least half a day to do that. Information about the department should be given by the deputy head of dept. with responsibilities for staff questions (Biträdande prefekter för personalfrågor) or main supervisor. Among other things this info should include who is dealing with salaries, bills, general economy, door keys and cards, equipment in rooms etcetera. Furthermore:

1. Write an email to the ekol-list so that all at the dept. know a new postgraduate student has started.
2. Contact person responsible for the email list for PhD-students (ask any PhDstudent) at the department and join “doktorand-ekol@slu.se”
3. Discuss forms for collaboration between supervisors and the PhD student. You may take minutes from this discussion, but don’t sign it! (No signing of such documents is a SLU rule because of legal matters.)
4. Print a copy of the Guide to the Galaxy of Science for the student.
5. Suggest the reading of the “**Handbook for post-graduate students**”, download at NL-fak homepage.

# For postgraduate students

This is a guide for postgraduate students (PhD's: most of the advice works for PhLic., except the time schedule). Detailed and more formal information of the basics of postgraduate studies (PhD and PhLic) are found in: The general study plan for postgraduate studies in the postgraduate discipline Biology - Ecology/ Entomology/ Conservation Biology.

In Swedish: <https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/ansvariga-namnder-studierektorer/forskarutbildningsamnen/forskarutbildningsamnen-vid-nl-fakulteten/>

In English': <https://internt.slu.se/en/research-education-ema/phd-education/responsible-committees-and-director-of-studies/postgraduate-subjects/>

**Download and print this** from the NL-fak homepage.

Other documents referred to are found at the NL-fak homepage ([https://internt.slu.se/sv/styrning-och-organisation/organisation/fakulteter/fakulteten-for-naturreсурser-och-lantbruksvetenskap-/](https://internt.slu.se/sv/styrning-och-organisation/organisation/fakulteter/fakulteten-for-naturreсурser-och-lantbruksvetenskap/) and [http://www.nlfak.slu.se/ShowPage.cfm?OrgenhetSida\\_ID=1645](http://www.nlfak.slu.se/ShowPage.cfm?OrgenhetSida_ID=1645) ) .

Check the homepages for postgraduate studies continuously for the **latest version** of whatever you want to download.

## The four full time years of postgraduate studies

The goal of the postgraduate studies of the dept. of Ecology is that the student will learn the necessary tools (philosophy of science, scientific methods, statistics and pedagogics) and subject knowledge (broad ecological and deep subject-specific) for writing up a good thesis and for being successful as a scientist in the future life. The text below is to give a quick help and some advice to you as a postgraduate student at the Dept. of Ecology. Hopefully it will help you to get a good and exciting study period.

### A general advice

**Keep constant-regular contact with your supervisors.** Regular supervisor meetings is one way of meeting all supervisors to inform and discuss your progress. As you are highly responsible for your a doctoral project you are expected to call for these meetings. Put up an agenda and start the discussions!

Keep contact with your supervisors also more frequently (i.e. daily-weekly basis - they usually get worried if you are invisible). Ask questions, report the results from your last analysis (bad or good), discuss new ideas, give tips on new literature etc. Supervisor are usually quite busy persons, but they will find the time for you.

## The first days at the department

1. You need an introduction to the dept. of Ecology and to the people working here. Let your main supervisor and deputy head of the dept. help you with this. Find a “PhD student buddy” (fadder) who also will introduce and help you (preferably one in the same corridor). You should get a folder describing the practicalities that you need to start working at the dept. (e.g. who is responsible for what and where to find what). You find it here (your supervisor will help you to download it if you don’t have access):  
<https://arbetsplats.slu.se/sites/ekol/intranet/Shared%20Documents/Ecologybuilding%2020090925.pdf> and in Swedish:  
<https://arbetsplats.slu.se/sites/ekol/intranet/Shared%20Documents/EKOLOGIHUSE%2020090925.pdf>
2. Read “Guide to the Galaxy of Science”. <http://www.slu.se/sv/fakulteter/nl/om-fakulteten/institutioner/institutionen-for-ekologi/utbildning/forskarutbildningsniva/> and the “Handbook for post-graduate students” (download at NL-fak homepage: <http://www.doktorandhandboken.nu/2.539a949110f3d5914ec800028693.html>)
3. Join the email list [doktorand-ekol@slu.se](mailto:doktorand-ekol@slu.se). If you are from abroad, contact the Buddy’s for foreign students (attachment; PhD student council homepage <http://dradnl.adm.slu.se/>) and read the info “Students from abroad” <https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/before-arrival/> and <https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/from-a-to-z/> and <https://internt.slu.se/en/research-education-ema/the-outside-world/international-exchanges-and-contacts/international-researchers-and-phd-students/swedish-authorities-step-by-step/>
4. Contact the PhD student council (studentkåren) at SLU, Ultuna, Uppsala. We recommend you to be a member of the student council <http://www.ultunastudentkar.se/?p=1224&m=467>
5. Apply for the one-day information about post-graduate studies at SLU (arranged at least once per semester; to get information, become part of the doktorand-NL mailing list [doktorand-NL@slu.se](mailto:doktorand-NL@slu.se) by mailing Pär Forslund [par.forslund@slu.se](mailto:par.forslund@slu.se), director of PhD studies at the NL faculty).
6. To get the latest ideas about postgraduate studies. Arrange a chat with Director of postgraduate studies (at present **Tomas Pärt**)
7. If you are interested in doing some teaching, discuss this with your supervisors and show your interest to the Directors of graduate studies. Also sign up on the list at the department wiki: [http://www2.ekol.slu.se/wiki/index.php/List\\_of\\_PhD-students\\_eager\\_to\\_teach](http://www2.ekol.slu.se/wiki/index.php/List_of_PhD-students_eager_to_teach) All students that want to teach are also recommended to take a course in pedagogics (see below, PhD-courses).
8. Your first individual study plan has been sent to the NL-fak (at the time for your application of admission). Check whether you think it is still OK as a first document and discuss it with your supervisors.

9. If you like: write an informal document of cooperation together with your supervisors (i.e. what you and your supervisors expect of your collaboration). View this as memory notes (no signatures, please – it is just for personal use!)
10. Meet all the nice post-graduate students at the department. Make use of the “fikas” (coffee breaks) and lunches to get familiar with all new faces and personalities.

## The first year

Generally speaking, the first year is a year of learning, doing a lot of courses (both basic and more specific), reading and discussing papers. See it as the year when you acquire the knowledge and tools necessary for doing a good thesis. If you decide to write an Introductory Essay (i.e. a short literature review), do it during the first semester. This is a very good way of quickly getting the background for your thesis work. Despite learning new stuff you also need time for planning and executing the first pieces of your thesis work (e.g. field work, start writing/planning the first paper).

1. Keep record on your activity in postgraduate studies: This is something you need to report every semester to the Director for postgraduate studies (who reports to the documentation system of studies, LADOK). If you do teaching, other commissions for the dept., take a parental leave or other leave count the days, hours you don't do postgraduate studies! Remember you only have four years full time to spend on your postgraduate work. How to calculate % activity in postgraduate studies is shown in appendix 1.
2. Make a time schedule for each semester. Plan some meetings with all your supervisors. Have follow-ups, checking whether deadlines are kept.
3. Revision of the individual study plan: This is done annually in Sept./Oct. It should be done after a general discussion with all the supervisors. After the revision you will have 15-min talk with the “Director of postgraduate education” (or equivalent) in Oct/Nov where you shortly discuss the progress of your work and inform the “Director” about the quality of courses and other postgraduate activities.
4. Join the course: “How to write and publish a scientific paper”. This will introduce you to the wonderful world of scientific writing. Read a course in statistics. You will need it. Read the course in pedagogics. Join any relevant research school! You may find a list or links to courses at: <http://www.slu.se/en/education/postgraduate-studies/phd-courses/> but be prepared, this link may be poor. Many other courses will be advertised at the internal email lists (incl. Research schools and at the dept.) and at the OIKOS list. Join OIKOS, Sweden (see, <http://www.svenskaoikos.se/english.htm> ) and you'll get all info about courses and future postdoc positions.
5. After half a year or so, book time for your “first seminar” – a seminar where you explain your thesis work. This seminar should be held in the second half of year 1. Instructions for having this and other postgraduate student seminars are found in appendix 2.
6. Most importantly: Go to the seminars! Even when you don't feel you have time. The seminars are held almost each week and they will give you the necessary broad knowledge in the field of ecology and conservation. Even the most remote subject

seminars may give you ideas about your own thesis work and it will increase your understanding in what other people do. It is worth every second! **Also, be active!** Suggest invited guests and papers (at literature seminars) to discuss and ask questions and organize short after-seminar discussions with the speakers.

7. You are expected to give a short (10-15 min) talk at an annual symposium arranged by the dept. of Ecology. This is to practice the art of having a short presentation and to inform others of something you are doing right now.

## The second year

Keep track on your activity, do time schedules and follow-ups of those, revise your study plan, continue go to seminars etcetera. Don't forget to read lots of papers. Check Journals continuously, search for papers and read them. Try to read at least a few new papers every week. If you don't understand what you read, discuss it with other PhDstudents and PhDs. Reading papers is the key to get new ideas and to improve your thesis work! Discussing those is even more fruitful. View the whole department staff as your potential discussion partners. Most seniors will be happy to help you and discuss scientific matters.

1. During the last part of year 2 (or early 3<sup>rd</sup> year), book your "half time seminar" to be held when two years of 100% activity have passed (if you have been teaching 10% you'll pass half-time during your 3<sup>rd</sup> year). After this seminar you will be given a raise in salary (for details, see Appendix 6. "Doktorandstegen and the department guidelines"). It is important to have the seminar at half-time and not later, so don't forget it! Instructions for having this seminar are given in Appendix 2. This is a perfect time to do some critical re-thinking concerning your project and to have an open discussion about future directions with supervisors and friends at the dept. You have acquired quite some knowledge now and you may have a number of new ideas of what to do.
2. Try to finish most of your basic courses. In total it is required that you have achieved 45 postgraduate HECs. It is good if you have done at least 75% of those credits before the end of year 2, because you need time to write your thesis.
3. Start writing and submitting paper 1 of your thesis. Perhaps starting with paper 2.
4. Could be nice to present something at a Conference or symposium (e.g. the annual OIKOS-meeting).
5. Don't be too desperate if you don't have a published paper (or have an "accept") at the end of year 2 (most PhD-students have their first published paper after year 2).

## The third year

Except doing the general stuff listed above, now it is the time of writing up papers. It is also a good time to present something at an international conference or symposium. Highly relevant courses are of course of interest, but try to put most time on your thesis work. Analyzing, re-analyzing, writing and re-writing take lots of time and energy.

1. The 75% discussion meeting (has previously been an open seminar) is done at the very end of year 3. Book this meeting in advance and book some people outside your project to review your work, what you have done and what you will do, for a

constructive discussion of how to proceed during the last year. After this 75% follow-up is done you will get a raise in salary – don't forget to report that to the responsible Economist at the dept.! The written report from this meeting should be signed and sent to Secretary of post-graduate studies.

2. At the end of year 3, start to think about the date for your dissertation and potential opponent. Print the “countdown schedule for dissertations”, see Appendix 3. **Check whether it is the latest version!**, see also check list for public defense at NL: <https://internt.slu.se/en/research-education-ema/phd-education/finish-phase/dissertation-licentiate-seminar/>
3. In the second half of year 3: Maybe visit a lab at another University for 3-6 months. It is always good to hear what other people are discussing at other places. You will learn a lot and get a new perspective of your own work. Furthermore, you will have more time for your thesis work, because few will “disturb” you. There are several foundations that may cover travel expenses (see SLU homepage).

## The fourth year

Except some of the essentials listed above: Analyse and write the thesis.

1. Check the countdown schedule for dissertations (the latest version! Appendix 3) and start planning in advance
2. Get used to “epsilon” (i.e. the electronic framework of publishing thesis) at an early stage. Check <http://www.slu.se/en/library/publish/about-epsilon/>
3. Don't forget to mention your plans of a dissertation to the rest of the department, especially to the director of postgraduate studies, the Prefekt and those being responsible for the booking of seminars.
4. Use all the competence at the department when you need info, not only your supervisors. Other PhD-students may have excellent ideas of how to solve your problems, other seniors as well. Don't be afraid of asking people because good science comes from a good open discussion!
5. Book a pre-dissertation/ pre-evaluation one month before submitting the thesis to the printers. This will give you a fair chance to change the manuscripts and the summary your of thesis such that your printed thesis will be in its best shape and quality. For more on pre-dissertations, see Appendix 2.

# The Dissertation Day!

**Be cool. You know your thesis much better than anybody else. Remember that!**

## Annual revision of the individual study plan

Each year, in October/November 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 director of post-graduate studies will inform you about the deadline for this annual revision.

You should do the following:

- \*Revise your study plan and sign it (signatures of supervisors, the student and the Prefekt (Head of the department)).
- \*The signed original is given to the secretary for postgraduate studies for the archives at the dept.
- \*A copy (electronic) is given to the director of post-graduate studies at the dept.
- \*Keep a copy also for you and your supervisors.

Usually the director of post-graduate studies invite students to a 15 minute chat about the progress, general ideas concerning post-graduate studies at the dept and about courses, problems etcetera. These chats will be advertised at the same time as the info about the revision is sent. Book time and date and enjoy the chat!

## Credits in postgraduate studies and a potential time schedule

Details about credits in postgraduate course can also be found in “The general study plan for postgraduate studies in the postgraduate discipline Biology - Ecology/ Entomology/ Conservation Biology”. <https://internet.slu.se/en/research-education-ema/phd-education/responsible-committees-and-director-of-studies/postgraduate-subjects/>

In total you are expected to have at least 45 HEC (Higher Education Credits) in order to get your PhD exam. Roughly one week of work equals 1.5 HEC. Credits vary between courses, check SLU homepage for postgraduate courses advertised by other departments at SLU (<http://www.slu.se/en/education/postgraduate-studies/phd-courses/>).

The introductory Essay is expected to take not more than 5 weeks of work and gives 7.5 HECs. Participation at the department series of seminars, however, give 1 HEC/year given you have been at a majority of the seminars/year: maximum is 3 HECs during 4 years of study. Note that giving talks or presenting posters at conferences give no credits (faculty decision 2004 July 1).

Table. Potential courses and a time schedule of when to read them. \*\*\*= highly recommended, \*\*= recommended or at low intensity, \*= if you have to

Type of course/activity	Yr 1	Yr 2	Yr 3	Yr 4
Literature courses <sup>1</sup> , 10-15 HEC	***	***		
Pedagogics 3/5 HEC	**	***	**	*
Ecological methods, 4 HEC	***	***		
Philosophy of Science 3 HEC	***	**		
Introductory Essay <sup>2</sup> , 7.5 HEC	***			
Statistics, 5-8 HEC	***	***	*	
Other subject courses 1-5 HEC	**	***	***	*
Seminars max 3 HEC	***	***	***	**
How to write and publish	**	***		

<sup>1</sup> Literature courses are based on reading a book (gives usually 3-4 HEC/book). Students are encouraged to in advance advertise that a book will be read and to initiate an informal literature course where several students read and discuss chapters and invite senior researchers to join the discussion at the meetings. All such informal courses should be approved beforehand by the Director of postgraduate studies at the department.

<sup>2</sup> Introductory Essays could be published in epsilon, but is always published in the series of Introductory Essays at the dept. of Ecology (see info in attachment 4).

### **How to get your credits registered in LADOK (the central register for students)**

It is not only your activity that is registered but also your postgraduate HECs.

- \* You need have a signed certificate from the course and its HECs .
- \* Give the certificate to the secretary for post-graduate studies for registration in LADOK.
- \* Now it is registered!

### **Writing up your thesis**

All theses 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 postgraduate 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

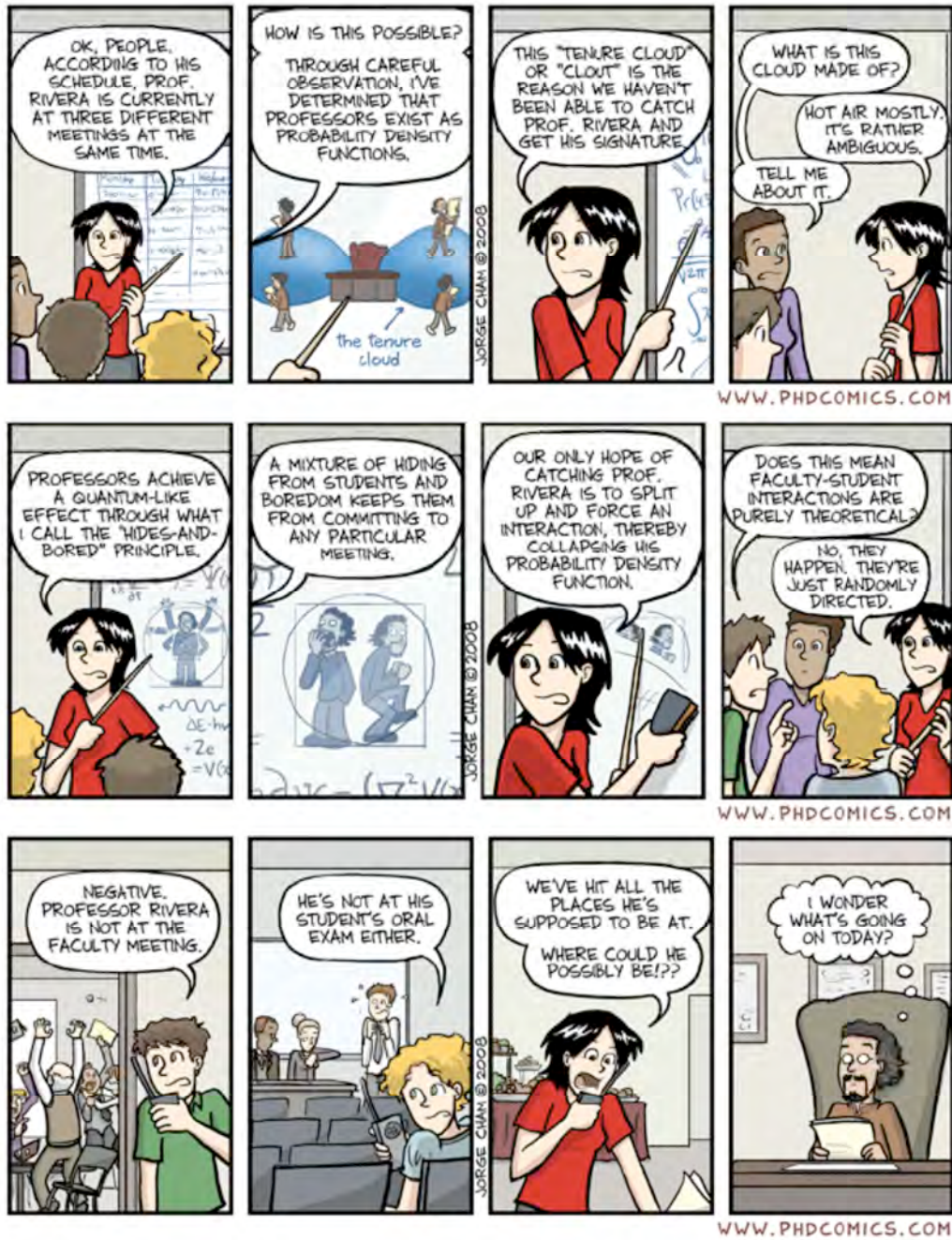
tested because this will give you the structure of the testing protocol and the result section. **So, state clear testable questions!**

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 book a “pre-dissertation”**. 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.

**An ideal time schedule for your thesis work could look like this:** X – submitted MS  
(x) – possible submitted MS

Thesis	Yr 1	Yr 2	Yr 3	Yr 4
Paper 1	(x)	X		
Paper 2		(x)	X	
Paper 3			(x)	X
Paper 4				X
Summary of the thesis				X
Pre-dissertation				1 mo. before deadline

Professors



## Appendix 1

### How to calculate your activity?

Below are some guidelines on how to do. Usually it is difficult to get the EXACT figures on activity, but that's not so important. The main thing is that you are not reporting a too high level of activity and that you report an estimate that is at least  $\pm 5\%$  from the real one.

#### The calculation of activity:

There are several ways of doing this:

1. Divide the number of hours working with postgraduate studies by the total number of hours during a "half-year" (see below).

#### Total no. hours half-year

Under 30 yrs of age - 878 hours

30-39 yr - 866 hours

over 40 yrs - 850 hours

E.g. if you have been teaching 3 weeks full-time: Total hours teaching =  $3 \times 5 \times 8 = 120$ . If you are 25 yrs old you have worked with your postgraduate studies in  $878 - 120 = 758$  hours. That means your activity is  $758/878 \times 100 = 86\%$ . Observe that you cannot have a lower activity than 80% as a postgraduate student if you have been working full time. However, parental leave (and other reasons for not working) may reduce the activity to levels below 80%.

2. Sometimes it's better to use the number of months (or half-months) as the unit for calculation. Do it in the same way as above. Or use the knowledge of no. hours per month listed below:

#### A month

Under 30 yr - 146 hours

30-39 yr - 144 hours

over 40 yr - 142 hours

#### Day

One day = 8 hours.

A "half-year" = 110 days

#### **If you have been teaching it could be good to use the present standards concerning teaching (at dept. of Ecology):**

Lecture hours x 4

Other hours (e.g lab) x 2

Excursion hours x 1,5

## Appendix 2

### Postgraduate student seminars & pre-dissertation

The main goal with the first and half-time seminars are to inform others at the department of what you will do and to get new input from people outside your own research group (i.e. you and your supervisors). Both parts will be satisfied if you design your talk in a way such that the potential for input is maximized. The guidelines below will help you to structure these seminars to reach these goals.

After a date has been chosen together with the Director of postgraduate studies, it is the responsibility of the supervisor to book a room, advertise, and to be the chairman of the seminar.

#### First seminar (during the first year of study)

Plan this seminar such as to make it as interactive as possible. View it as an open discussion and don't take the position of a defender. The seminar should take about 45 min. It is therefore important to plan the whole "show" carefully so you get as much input as possible. Don't forget to book date, time and room in advance for this seminar and contact the responsible people for seminars at the dept.

1. Give a short clear **background to your project**. This background should include a) what others have shown or believe (very short), and b) the theoretical framework for the study and what is expected by theory (including alternative theories if such exist and an explanation why some of these are not relevant for the study). Give it about 5 minutes, not very much more. This short "review" requires a lot of preparation and thinking! To say the essentials in five minutes may be a pain, but it is a good practice and you will have use of it when you write the introduction of the papers.
2. **List the potential subprojects** (e.g. by titles) of your thesis work. Most likely you will only have a clear idea of the first subproject and perhaps the second, corresponding to your first two papers of your thesis. Therefore, put the main focus on these, but mention also the other ones. This should not take more than about 5 minutes.
3. **Clear questions, hypotheses of your first subprojects** (e.g. paper 1 and 2 or only one paper). The questions should be very explicitly formulated and anchored in theory/empirical data. Vague questions result in less relevant questions and perhaps less fruitful discussions. If you can, list the hypotheses and their testable predictions. Before the presentation, you may also list alternative hypotheses and their predictions if such exist. Do these predictions based on alternative hypothesis differ from your main ones? If not, have a discussion with your supervisors and friends of how to disentangle which hypothesis that is tested. Remember that it is absolutely central to have clear operational questions if you want to have a constructive discussion and in succeeding in doing good research. Give this more time because this is the core of your research. For example, 5-10 min/subproject.
4. **Explain how the questions/predictions will be tested**. Be very explicit here. Explain how your study design (including thoughts about sample size, problems of

pseudo replication) will produce the data you need to test the questions/predictions. Explain how you will analyze the data. If you have alternative study designs or analyses, display those and ask the audience for a discussion. In general, prepare some questions to the audience, e.g. unresolved issues, alternative methods etc. This will take the rest of the time.

5. **Let one of your supervisors make notes** on questions and discussion matters. It is invaluable afterwards.
6. **After the seminar:** a short follow-up meeting with the student, the supervisors and possibly the director of post-graduate studies (if present) which should be finalized in a 25%-seminar protocol. Follow the guidelines of the 25%-seminar protocol (see attachment 2). Let the director of postgraduate studies / main supervisor be the chairman of this meeting. This follow-up takes about 15-20 minutes.
7. **Send the 25%-seminar protocol to the director of post-graduate studies.**

### **The half-time seminar (see details in first seminar)**

Much of what is said about the first seminar holds for the half-time as well. That is, (1) give the condensed clear background, (2) list your subprojects and (3) state the questions and their predictions. However, hopefully you have started or perhaps already submitted your first paper. If you have such a finished/almost finished paper, just very briefly show the main results and how they fit into the general framework of ideas. You could present this as bullet points of the most relevant results, stating: “I’ve shown that 1)...2)...”etc.

Again, remember you want to have as much interaction and discussion as possible, thus, make it easy for the audience to give input by being very explicit and clear. If you have many potential papers to discuss, give an overview of these but concentrate only on 1-2 papers for maximal input/discussion. You have about 45 min in total + 15 min for the after seminar meeting. Don’t forget to book date, time and room in advance for this seminar and contact the responsible people for seminars at the dept.

You are encouraged to invite an “Opponent” for this seminar. If you do so: send all material (including ind. study. plan) you have to the Opponent a few weeks ahead of the meeting!

Outline of the seminar and follow-ups:

1. **Background (theory+empirical results), including publ. papers – 5 min**
2. **List of future subprojects – 2 min**
3. **Clear questions, predictions for each paper:** Are the questions relevant?
4. **Explain how the questions/predictions will be tested (for max 2 papers):** study design, analyses etc.
5. **Questions and interactions with audience: Supervisor take notes**
6. **Short follow-up meeting after the seminar:** student, supervisors and other invited (e.g. opponent, director of postgrad studies). Choose a chairman for the meeting, who will write up the “half-time protocol” (see attachment 2)
7. **Deepened discussions** with supervisors and possible opponent

8. The **half-time protocol** (including latest ind. study plan) has to be sent to the **secretary** of post-graduate studies to be stored in the archives.
9. A **copy** of the HTP (!) **to the director** of post-grad studies for information
10. **The student will get a raise in the salary** (see 6. Doktorandstegen and the department guidelines)

### **The 75% follow-up – a closed room discussion**

The 75% follow-up is replacing the old “last seminar”. The idea of this follow-up is two-fold: to check that the thesis work proceeds in line with the time schedule and to get a good input from outside the supervisor group. Again invite “Opponents/external reviewers” and give them material a few weeks in advance.

The PhD student and the supervisors will organize this meeting by:

1. **Book 1-3 “external reviewers”** (from the department or another department/University) and a room for the meeting
2. **Send the submitted/published papers**, manuscripts to all involved.
3. **Write an outline** of what to discuss concerning coming manuscripts and **send it to the reviewers**. Use the outlines of the previous two postgraduate seminars as a template in order to get as much good input as possible.
4. **Initiate a lively discussion! Supervisors help taking notes.**
5. **The 75% follow-up** protocol should be written by one of the supervisors and signed.
6. The **protocol is sent to the secretary and the director** (gets a copy) of post-graduate studies.
7. The PhD-student uses this protocol **for raising his/her salary** (if it is not already done).

### **Pre-dissertation**

To avoid publishing too many mistakes in your thesis take the great opportunity to have a pre-dissertation a few weeks before everything is written in stone (i.e. when the “book” is printed). If you want to have the pre-dissertation after the printers have done their job, schedule this show about two weeks before the real dissertation. To have a pre-dissertation is a very good practice before the real thing later on!

**Organize it as follows:**

1. Choose opponents: One opponent per paper. Use a mix of post-graduate students (preferably those that have passed half-time) and junior/senior researchers.
2. Choose a senior researcher as opponent for the summary of the thesis.
3. Invite all who wants to come to this pre-dissertation, but don't expect very many more than just the core group (i.e. opponents, supervisors and you)
4. Each opponent is expected to only ask the most relevant questions and point out the major concerns of the paper. Details should be listed on a separate sheet (or in a

paper copy of the MS) for later use. The Opponent has about 20 minutes for the opposition. Add another 5 minutes for open questions from the audience.

5. After opposition of all papers, the Opponent responsible for the summary of the thesis will have about 20 minutes. Here you should expect very broad questions concerning theoretical framework etc.
6. Supervisors take notes during the whole session.
7. Have a follow-up meeting with your supervisors a few days after the pre-dissertation.

### **THANKS**

Thanks to all post-graduate students who gave good comments and suggestions on the text. Also thanks to Pär Forslund for updates and for reading ,correcting and for adding important info to previous versions. Thanks to Anna Lehrman for fixing my messy layout of a previous version.

/Tomas Pärt 20111012

## Protocol for the 25% seminar in post-graduate studies

Dept of Ecology, SLU

- 
- The questions should be answered by the group of supervisors and any other invited persons (e.g. Director of post-graduate studies, external reviewer) based on the seminar and the discussions. The latest individual study plan should be available for this meeting
  - **The protocol should be sent to the director of post-graduate studies..**
- 

<b>Formalia</b>	
PhD student	Department
Date for 25% seminar	Extern reviewer (if present)
Others present at the meeting	

<b>Seminar</b>
How was the pedagogic quality of the oral presentation?
How was the pedagogic quality of the slides?

<b>Research</b>
Based on the discussion after the seminar: Are questions and hypotheses still relevant? Do you need new strategies/methods ?

**Publications**

Has the student started to write papers?

**Courses, literature, conferences, collaboration**

Total. post-graduate credits?

International contacts or collaboration?

**Supervision**

Is the supervision OK? How do the supervisors help? Changes in the group of supervisors?

**Overall evaluation**

Based on what has been done: Is the student keeping the time schedule of the study plan? Is the future time plan realistic?

**Other comments****Signatures Main supervisor & PhD student**

--	--

## Protocol for half-time evaluation of post-graduate studies

NL-fak: Protocol is found at the dept of Ecology intranet (documents)

- The questions should be answered by the evaluation group (supervisors and . Director of post-graduate studies and any external reviewer) based on the seminar and the following discussions with the student. The latest individual study plan should be available for this meeting
- The signed protocol (together with the latest version of the individual study plan) should be sent to the secretary of post-graduate studies (for the archives at the dept).
- A copy of the protocol should be sent to the director of post-graduate studies.

Formalia	
PhD student	Department
Date for half-time evaluation	Extern reviewer (if present)
Date for last revision of ind. studyplan	

Seminar
How was the pedagogic quality of the oral presentation?
How was the pedagogic quality of the slides?

Research
Are questions and hypotheses still relevant? Do you need new strategies/methods ?

<b>Publications</b>
Has the student started to write papers?

<b>Courses, literature, conferences, collaboration</b>
Total. post-graduate credits?
Total credits for literature?
Conferences, excursions, ?
International contacts or collaboration?

<b>Supervision</b>
Is the supervision OK? How do the supervisors help? Changes in the group of supervisors?

<b>Overall evaluation</b>
Based on what has been done: Is the student keeping the time schedule of the study plan? Is the future time plan realistic?

<b>Other comments</b>

--

<b>Signatures</b>	
Place	Date

Main supervisor	name
Director of post-graduate studies (if present)	(name)
Prefekt (if present)	(name)

**Attachment**

The latest version of the individual study plan.

## Protocol for the 75% evaluation of post-graduate studies

NL-fak: Protocol is found at the dept of Ecology intranet (documents)

- The questions should be answered by the evaluation group (supervisors, post-graduate student and external reviewer(s)) based on the discussions with the student. The latest individual study plan should be available for this meeting
- The signed protocol (together with the latest version of the individual study plan) should be sent to the secretary of post-graduate studies (for the archives at the dept).
- An electronic copy of the protocol should be sent to the director of post-graduate studies.

<b>Formalia</b>	
PhD student	Department
Date for half-time evaluation	Extern reviewer(s)
Date for last revision of ind. Study plan	

### **Thesis work: Finished papers**

List papers published/accepted/ submitted?

**Achieved and planned post-graduate credits**

Total. post-graduate credits:

Planned courses and credits

**Thesis work: papers in progress**

List papers still to be written (give rough titles and stage of progress: e.g. analyses done, written to 25%)?

**Conclusions of the round table discussion**

List major conclusions about how to proceed for each of the papers in progress (e.g. which methods to use, share of labour etcetera)

**Overall evaluation**

Based on what has been done: Is the student keeping the time schedule of the study plan? Is the future time plan realistic?

**Other comments****Signatures**

Place	Date
Main supervisor	name
External reviewer(s)	name(s)

### Appendix 3

## Count-down schedule for dissertations (revised 110825/TP)

See also <https://internt.slu.se/en/research-education-ema/phd-education/finish-phase/dissertation-licentiate-seminar/> Checklist for public defense!

The Opponent, members of the evaluation committee and/or pre-evaluators ALL have to give a statement of disqualification (i.e. “jäv” in Swedish) to be sent to the faculty board (see below).

**Note the specific instructions (yellow highlight) for when no manuscript of the thesis has been accepted in a scientific journal.**

Time	Task	Responsible
At least 6 months before	Get acquainted with the SLU style sheet “Epsilon”, found at <a href="http://www.slu.se/sv/bibliotek/publicera/">http://www.slu.se/sv/bibliotek/publicera/</a> . All theses must use this format.	<b>PhD-student</b>
At least 6 months before	Early warning to the NL Faculty (Monica Thunberg). Book lecture hall at <a href="https://internt.slu.se/sv/stod-och-service/lokaler/lokalbokning/uppsala1/">https://internt.slu.se/sv/stod-och-service/lokaler/lokalbokning/uppsala1/</a> . Good lecture halls are Sal L , Sal O or sal HVCFU26. You can check the availability of lecture halls at <a href="https://internt.slu.se/sv/stod-och-service/lokaler/lokalbokning/uppsala1/vara-lokaler/">https://internt.slu.se/sv/stod-och-service/lokaler/lokalbokning/uppsala1/vara-lokaler/</a> Book technical equipment (LCD, OH, microphones etc)	Main supervisor
At least 6 months before	Invite opponent (shall have at least a doctor’s degree) and evaluation committee (3-5 persons, at least docents, one woman; exception from docent only in special cases). No committee member may come from the own department. At least 2 (when 3 in committee) or 3 (when 5) shall be from another faculty. At least one should be from another university or from the society outside the university. When 3, there must be one reserve member. He or she may come from the own department	Main supervisor
At least 6 months before	Inform the director of post-graduate studies about the above decided details	Main supervisor
<b>If no manuscript has been accepted in a scientific journal</b> At least 4 months before	Invite 2 “pre-evaluators” who will judge if the thesis has high quality enough to be defended publicly. They should be at least docents and come from another department or University. They can be ordinary member and reserve member of the evaluation committee. Give a copy of the <u>names and addresses of these to the secretary of post-graduate studies when the head of the department has approved the choice</u> (for reimbursement precedures). Reimbursement = 3000:- each.	Main supervisor
4 months before	The thesis manuscript is sent to 2 pre-evaluators for	<b>PhD-student</b>

<b>Time</b>	<b>Task</b>	<b>Responsible</b>
	judgement regarding if it has high quality enough to be defended publicly.	
At latest 3 months before	Deadline for comments from the 2 pre-evaluators. Shall be sent to the faculty board.	Pre-evaluators
At latest 3 months before	Response of the PhD student and the main supervisor to comments made by pre-evaluators are attached to the announcement of the public defence to the Faculty Board (see below)	Main supervisor
Latest 3 months before	Announce printing of thesis to the printers: Repro:, <a href="mailto:repro@service.slu.se">repro@service.slu.se</a> ,	<b>PhD-student</b>
A couple of months before	Book hotel for the opponent and (if necessary) members of the evaluation committee. Program (dinner before dissertation? excursions? seminar at department?) is made for the opponent. The opponent is briefed on the procedure at dissertations (his/her role, dress code, time allocated etc). The instructions for dissertations (K:Nvb/Forskarutbildning/Disputationer "Procedure for the Oral Defence of Doctoral Dissertations Dep Cons Biol.doc") are sent to the opponent.	Main supervisor
<b>Announcement of public defence</b> Preferably 3 months before but absolutely latest 12 weeks before	Send information on day of dissertation, opponent, (pre-evaluation members), evaluation committee (with full addresses, emails, telephones, faxes), chairman and lecture hall to Monica Thunberg at NL-faculty. Don't forget the <b>statements of disqualification!</b> Use the faculty's form: <a href="https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/avslutningsfasen/disputation-lic-seminarium/">https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/avslutningsfasen/disputation-lic-seminarium/</a> . Send to Monica Thunberg, SLU, NL-faks kansli, Box 7082, 750 07 Uppsala. monica.thunberg@slu.se .	Main supervisor
After the approval by the faculty board	Welcome letters with information on the dissertation procedure are sent to the opponent, (pre-evaluation members) and evaluation committee	Monica Thunberg
After the approval by the faculty board,	Copy of protocol from faculty board to the secretary of post-graduate studies (info for reimbursement procedures)	Main supervisor
After the approval by the faculty board	Reimbursement forms are sent to the opponent (and pre-evaluation members). Forms for SINK-taxation to opponent and members of the evaluation committee from abroad. (Copy of passports for foreign citizens)	secretary of post-graduate studies
ISBN ISSN no. after Title is OK	Contact library personnel	<b>PHD-student</b>

<b>Time</b>	<b>Task</b>	<b>Responsible</b>
10 weeks before	Bid the opponent welcome. Ask if there is anything unclear.	Main supervisor
9-6 weeks before	Pre-dissertation. Opponents for the chapters are PhD-students and Junior/senior researchers,	Main supervisor
Latest 5 weeks before	The thesis manuscript is given to the printers. The manuscript is sent to the opponent.	<b>PhD-student</b>
Appr. 5 weeks before	Announcement of the dissertation at the department	Main supervisor
3 weeks before	The thesis is given to the Registrar (1 copy), the library (20 copies), the opponent, the evaluation committee.	<b>PhD-student</b>
3 weeks before	Nailing of thesis. Drinks and snacks served. PhD-student pays	<b>PhD-student</b>
2 weeks before	Order lunch (usually Ultunarestaurangen) for the PhD-student, the opponent, evaluation committee, supervisors, head of department, chairman. Department pays.	Main supervisor
Appr. 1 week before	Check the lecture hall and the technical equipment	<b>PhD-student</b>
A few days before	Opponent is picked up at airport. Is offered a program (dinner? excursions? sight seeing?)	Main supervisor
One day before	Purchase of flowers and other decorations for the lecture hall	secretary of post-graduate studies
One day before	Purchase of drinks and snacks (to be consumed after the dissertation, during the meeting of the evaluation committee) . PhD-student pays	<b>PhDstudent</b>
Dissertation day	A protocol sheet is brought to the meeting of the evaluation committee	Main supervisor The chairman
Dissertation day	Flowers and other decorations are placed in the lecture hall	secretary of post-graduate studies
Dissertation day	Drinks and snacks are served after the dissertation, during the meeting of the evaluation committee	Some helpers of the <b>PhDstudent</b>
As soon as possible after the dissertation day	The protocol (original) is sent to the faculty (Monica Thunberg; address above). Copies are given to the PhD-student and <u>to the secretary for post-graduate studies</u> at the department. The secretary will now register the thesis in Ladok.	Main supervisor
As soon as possible after the dissertation	In order for the doctor to get a “examensbevis” (certificate of doctor’s degree), you fix the Application for degree certificate, ‘Ansökan om	<b>The doctor</b>

<b>Time</b>	<b>Task</b>	<b>Responsible</b>
day	<p>examensbevis' . See  <a href="https://internt.slu.se/Documents/internwebben/sus-docs/AE/Examen/AE_Examensansokan_Forskarniva.pdf">https://internt.slu.se/Documents/internwebben/sus-docs/AE/Examen/AE_Examensansokan_Forskarniva.pdf</a>            Note you need a Personbevis (birth certificate            The application is sent to Student Affairs Office, Box 7010, 750 07 UPPSALA.</p>	
The week after the dissertation	<p>THE DOCTOR IS STRONGLY ADVISED TO TAKE            A short LEAVE. AND TO DO SOMETHING            TOTALLY DIFFERENT for a few days....</p>	<b>The doctor</b>

## Appendix 4

### Short instruction for Introductory research essays

The design of the front cover is shown below.

The back cover should display all previous Introductory research essays and the list should be numbered and written as shown below.

p. 1 (ordinary white paper) should display the same as on the cover, p2. The other side of the paper should be blank.

p. 3 should display the contents of the essay according to the following format (you are free to choose any font type now).

#### Contents

Abstract.....	4
Introduction.....	5
Other headings.....	7
And so on.	

The post-graduate student administrators (Berit Lundén, Hillevi Saloniemi) will give the number for the Introductory research essay.

#### To do:

1. When the essay is approved (by one of the supervisors) and it is in a final version send a copy (preferably as pdf) to: Berit Lundén, Tomas Pärt and Tobias Jeppsson. Berit makes one copy for the archive and for the dept library. Tobias will make it available at the dept. website.
2. Don't forget to publish your Introductory Essay at SLU. You can register at the Ultuna Library, and the Epsilon Open archive for publications, see <http://epsilon.slu.se/pubpublicera.html>. Follow instructions. This registration will then automatically be transferred from Epsilon to publications of the department, see Mitt SLU, Publikationer.
3. Don't forget to advertise your eminent essay to all at the dept. by an email! Also print some paper copies to give to those (e.g. supervisors and friends) you think should be interested. Some extra thick cover paper (not more than 120 g), or a plastic cover will be available.
4. Register your post-graduate credits (7.5 ECTs) to Berit Lundén.



Swedish University of  
Agricultural Sciences

TITLE (in bold) font size 20 (all in font:  
Verdana) centered

Name (size 20; normal) centered

Nice drawing or b/w photo or nothing –  
here.

## Introductory Research Essays

Department of Ecology, SLU,

1. Fedrowitz, K. 2008. Epiphyte metacommunity dynamics.
2. Johansson, V. 2008. Metapopulation dynamics of epiphytes in a landscape of dynamic patches.

And so on

*If your essay is ready for printing, please contact the student administrator, so that you publish 'in line'.*

## Appendix 5

### Information for students from abroad

Compiled by Katja Fedrowitz, Alejandro Ruete, and Nicole Schneider, last update: February 2008  
Comments and Questions: [Katja.Fedrowitz@ekol.slu.se](mailto:Katja.Fedrowitz@ekol.slu.se)

For a nicer version see "Moving to Uppsala Swden for foreign PhD-students" pdf (Dept of Ecology web page )

### Moving to Uppsala/Sweden

#### Immigration Office / Migrationsverket

- You have to register your right of residency here, which can be done via the internet: <http://www.migrationsverket.se> . The registration approval is then send to your Swedish home address. Non-European citizens are advised to apply for work permit and residence in good time (e.g. a month) before arrival to Sweden (to make things easier). In any case, non-EU citizens MUST start the process of residence and work permit application BEFORE arrival.
- Instead of applying via the internet you can go directly to the local Uppsala office to register: Bolandsgatan 10, phone: 0771-235235, open: Mon-Wed 13:00-16:00 and Tue 13:00-16:30

Bring: passport/ID-card and working contract (or an intermediate document stating you are/will be employed at SLU).

#### Tax Office / Skatteverket

- You have to go there to get the personal number ('personnummer')
- Bring: passport/ID-card and if possible registration certificate from migrationsverket (maybe also working contract). For non-European citizens residence is needed to apply for a personnummer. OBS! Personnummer is vital for everything you want to do in Sweden! Get it as soon as possible.
- Uppsala address: Kungsängsgatan 43, phone: 0771-778778, open: Mon-Fri 09:00-16:00)

#### At SLU

- Map of Ultuna (see end of the document)
- PhD student council

Please visit the PhD student council homepage <https://internt.slu.se/sv/utbildning-forskning-foma/utbildning-pa-forskarniva/ansvariga-namnder-studierektorer/doktorandrad/doktorandrad-uls/> . You are welcome to get involved in our

work. Every department should have two delegates that attend the meetings (about 4 times/year). Ask your PhD colleagues about it!

- "Buddy system" for new PhD students<sup>1</sup>

This has been introduced by the PhD student council in 2007. The aim is that all new, non-Swedish PhD students at our faculty are assigned a buddy prior to their arrival at SLU. The buddy is another PhD-student who can help answering some of your questions about Uppsala, SLU, and life in Sweden. The idea is that the buddy will be there to help you with practical matters such as how to buy a bus card, where to find a pharmacy, or perhaps what to do on a rainy Saturday afternoon. If you haven't got a buddy yet please email us: [uls\\_bud@stud.slu.se](mailto:uls_bud@stud.slu.se)

- **Mitt SLU:**

Once you have a user name and password to log in your computer, you have access to Mitt SLU, a personal portal (in Swedish). Here you can do for example, “reseräkning” (reimbursement of money that you have spent in name of SLU).

- **Office material:** most departments provide it.

Compiled by Katja Fedrowitz, Alejandro Ruete, and Nicole Schneider, last update: February 2008  
Comments and Questions: [Katja.Fedrowitz@ekol.slu.se](mailto:Katja.Fedrowitz@ekol.slu.se)

- **People dealing with the employment contract etc.:** ( <https://internt.slu.se/sv/styrning-och-organisation/organisation/universitetsadministrationen/avdelningen-for-juridik-ekonomi-och-personal-jep/personal/kontakta-personalfunktionen/> ) eg Tommy Viklund (phone: 018-671594) can give useful information. The following link leads to a useful PDF file regarding your position as an employee at SLU:  
<http://pallas.adm.slu.se/duoslu/e/YandS07.pdf>

- **Student Union:**

You have to join the Student Union when you are a PhD student, and you get two student cards (which give reductions for trains etc.). There is a letter coming to your home address once you are registered at SLU as a PhD student, and this letter also gives information on how to join the union.

Go to the “Kåren”-House (open weekdays: 12:00-13:00) and bring: work contract (or intermediate document), passport/ID-card, personnummer + registration form (which you can get there or find on the internet). You can pay your semester fee there directly with you bank card.

- **Libraries:**

Ultuna library: to get a library card no personal number is needed, you can register in the internet and then collect your library card at the library (or you register directly at the library). Open: Mon-Thu 09:00-18:00, Fri 09:00-16:30.

Uppsala University: Norbyvägen 14, open: Mon 10:00-19:00, Tue-Thu 09:00-19:00, Fri 09:00-16:30.

- **Lunch at Ultuna:**

There are two lunch places (“Wallins” next to SVA, and Syltan near the library). You can get a 10x lunch card (550 SEK in Wallins) or a 11x lunch card which includes coffee and a soft drink (650 SEK in Wallins). Both lunch places have separate lunch cards. Soup and baguette in Syltan cost 35 SEK, pasta 40 SEK, and one lunch 50 SEK.

In Wallins soup costs 45 SEK. There is also a Thai restaurant (50 SEK the menu). However, usually departments have nice lunch rooms as well if you want to bring your own food.

### **Bank Account**

- To open an account you need: your passport/ID-card, personal number and working contract.
- All SLU salaries go via “Nordea Bank”. If you have an account with another bank (e.g. Swedbank, SEB, Upplands Banken, Handelsbanken) you have to tell your bank to get in contact with Nordea so that your salary will be transferred automatically to your bank account each month.
- Give the employment office at SLU as soon as possible your bank account number, otherwise your salary will be paid as cheque to you (which costs when exchanging it at the post office).
- OBS! saving accounts (KapitalKonto) are the ones you can get without a personnummer (at least at Nordea), but this accounts are not valid to deposit the salary.

### **Health Insurance**

- You can get information at the homepage of the central Swedish organisation for health insurance: Försäkringskassan, [www.forsakringskassan.se](http://www.forsakringskassan.se)
- Health insurance: non-European citizens: once you get your “personnummer” you are covered by public insurance. European citizens: Covered by SLU, except dentist.  
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### **Housing / Bostad**

- See extra list at the end of this document. Waiting lists for first-hand rental contracts (i.e. that you are renting directly from the owner of the apartment) are said to be two years. Apply therefore as soon as possible. Meanwhile, you can look for temporary rooms or second hand contracts (= contracts from people who do not own the apartment but have also rented it).

### **Swedish course**

- Swedish course: [www.folkuniversitetet.se](http://www.folkuniversitetet.se) (and see extra list with links to Swedish online courses).
- Every foreigner with residence in Sweden is offered a Swedish course by the state, the SFI course. However, it is a full time course. Ask for it at Skatteverket.

### **Mobile phone networks**

- Mobile phone networks. A three-band mobile phone is needed if you come from outside Europe. You can get easily a pre-paid SIM card. With a personnummer you can get a contract to buy a phone with subscription.

### **Bike, Bus & Train**

- Probably the cheapest option to buy a bicycle is to look at second hand places (e.g. [www.blocket.se](http://www.blocket.se))
- Free bicycle map available from tourist office; free bus map and timetables are available from bus office (Valksalagatan 1st block from Stora torget); bus travel is cheapest with bus card for Uppsala city busses (which one can get from the same office).
- Info to train travel: there are special travel cards when you travel often to Stockholm or elsewhere with the train. Ask at the railway station. The internet site for trains in Sweden is [www.sj.se](http://www.sj.se). Here you can also book your train tickets. Usually, the earlier you book the cheaper is the ticket.

### **Car Registration**

1. Vägverket ([www.vv.se](http://www.vv.se)): “ansöka om ursprungskontroll” you have to prove that the car legally belongs to you (e.g. in your home country).

Cost ~ 500SEK

2. Bilprovningen ([www.bilprovningen.se](http://www.bilprovningen.se)): “Registreringsbesikning” you have to get an appointment for a car check to get it registered.

Book an appointment for the “Registreringsbesikning” in Uppsala, Librobäck, Hållnäsgränd 2 under phone: 0771-600500

### **Second hand shopping**

”Marknadstorg” in MittSLU, and several second-hand stores in Uppsala

PLEASE EMAIL US IF YOU HAVE COMMENTS/ADDITIONS TO THIS DOCUMENT!

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### **Housing/Bostad Uppsala**

<http://info.uu.se/fakta.nsf/sidor/bostader.idC4.html>

<http://www.uppsalastudentkar.nu/bostadsjour/>

[www.unt.se](http://www.unt.se)

[www.ultunastudentbostader.se](http://www.ultunastudentbostader.se)

[www.blocket.se](http://www.blocket.se)

[www.ultunastudentkar.se](http://www.ultunastudentkar.se) (it is also possible to put there an own add)

[www.stenafastigheter.se](http://www.stenafastigheter.se) (only possible if you have your person number)

[www.uppsalahem.se](http://www.uppsalahem.se) (only possible if you have your person number)

(there is an additional list on “Living in Uppsala” which we can be send to you on request)

### **Links to Swedish online courses/dictionaries**

<http://www.personal.psu.edu/faculty/a/d/adr10/swedish.html>

<http://www2.hhs.se/isa/swedish/#download>

<http://lexin2.nada.kth.se/swe-eng.html>

<http://www.geocities.com/Athens/Acropolis/1290/index.html>

<http://www.ielanguages.com/swedish.html>

<http://www.learn-swedish-language-software.com/phrases/FSSwedish.htm>

**Link to studying in Sweden**

<http://www.studyin.sweden.se/templates/cs/SISFrontPage.aspx?id=4908>

## **1. THE BUDDY SYSTEM**

Buddy system for new international PhD students: Our aim is that all new, non-Swedish PhD students at our faculty will be assigned a buddy prior to their arrival at SLU. The only way for us to find out about them at such an early state is if you, as a supervisor, inform us. The buddy will be another PhD-student who can help answering some of their questions about Uppsala or Umeå, SLU and life in Sweden. The idea is that the buddy will be there to help with informal matters that you, as supervisor, might not mention, such as how to buy a bus card, where to find a pharmacy or perhaps what to do on a rainy Saturday afternoon. So this is what we would like you to do as soon as you know the name (and e-mail address) of your new Ph D student:

Send an e-mail to [uls.doktorandrad@stud.slu.se](mailto:uls.doktorandrad@stud.slu.se) with the name and e-mail address of the new PhD student and supervisor.

You will then receive a confirmation and the name of the buddy. Another mail is send directly to the new PhD student. This email will also include the document “Moving to Sweden”, which has been compiled by foreign PhD students.

Information about the buddy system (including the above mentioned document) is also available at the PhD student council homepage <http://dradnl.adm.slu.se/>.

Thank you for your help!

Karna Hansson and Serina Ahlgren  
ULS PhD student council

## Appendix 6

Universitetsadministrationen

Personalenheten

### Doktorandstegen

Fr o m 2009-04-01 har ”doktorandstegen” följande utformning:

Steg	Villkor	Lägst lön (kr/mån)
0	Nyantagen till forskarutbildning	20500
1	Ett års anställningstid <sup>1</sup>	21000 (ingångslön+500)
2	Uppnått 50% av doktorsexamen <sup>1,2</sup>	22500 (föreg. steg+1500)
3	Uppnått 75% av doktorsexamen <sup>1,2</sup>	24000 (föreg. steg +1500)
4	Avlagt doktorsexamen <sup>3</sup>	25500 (föreg. steg +1500)

Lönestegen anger minimilöner. Högre inplacering är möjlig. <sup>1</sup> Med anställningstid jämförs i detta avseende tid som personen bedrivit forskarstudier med annan finansiering, såsom utbildningsbidrag eller stipendium. <sup>2</sup> Lönen höjs i normalfallet fr.o.m. månaden efter det att 2 respektive 3 års anställningstid uppnåtts, såvida inte prefekt skriftligen anmäler att doktoranden ännu inte nått denna nivå. Till prefektens anmälan ska bifogas skriftlig redovisning av orsaken till fördröjningen samt anges trolig tidpunkt när 50% respektive 75% är uppnått. Personalenheten kontaktar i god tid prefekten och meddelar att doktoranden är aktuell för uppflyttning i stegen. <sup>3</sup> Lönen höjs fr.o.m. den månad som anges på examensbeviset. Kopia av examensbevis insänds till personalenheten.

### Concerning the halftime seminar and the raise in salary at 50% for PhD students at the dept. of ecology, SLU

1. At the start of each semester the **director of post graduate studies** get a list on all post-graduate students and their total activity from the secretary. Students that are expected to reach 50% of their studies during the semester are then notified by an email from the director.
2. The **PhD student and the supervisors** agree upon a date for the 50% seminar and book this date via the Director for PhD studies. Note, the booking of the 50% seminar is the responsibility of the PhD student (and the supervisors). The date of the seminar should be within a month of the actual 50%. All students reaching 50% are urged to have their seminar!
3. The **director of post graduate studies** contact **the secretary for employments and the Head of the department**.
4. The raise in salary will occur the next month after the seminar and the reaching of 50%.
5. Any deviation from this schedule has to be discussed with the **director of post graduate studies and the Head of the department**.

Uppsala 2011-08-25 Tomas Pärt

## Appendix 7

# Förslag till diskussionspunkter mellan doktorand och handledare

### 1) Förväntningar och mål

#### Horskarstuderande förväntar sig att

- vara projektledare för doktorandprojektet
- bli specialist eller generalist
- arbeta med akademisk forskning eller med forskningsrelaterad verksamhet inom eller utanför universiteten/högskolorna efter examen
- vara självständig, ta egna initiativ, arbeta hårt/vara en del av forskargruppen, följa uppgjorda planer, alltid ha normal arbetsvecka
- vara den som utför den egentliga forskningen i projektet

#### Handledaren förväntar sig att den forskarstuderande skall

- vara projektledare för doktorandprojektet
- bli specialist eller generalist
- arbeta med akademisk forskning eller med forskningsrelaterad verksamhet inom eller utanför universiteten/högskolorna efter examen
- vara självständig, ta egna initiativ, arbeta hårt/vara en del av forskargruppen, följa uppgjorda planer, alltid ha normal arbetsvecka
- vara den som utför den egentliga forskningen i projektet

### 2) Den forskarstuderande ansvarar för:

- att under handledning sköta sina doktorandstudier, såväl laborativt som teoretiskt, och dokumentera sina resultat på ett sådant sätt att en licentiats- /doktorsavhandling kan presenteras efter två respektive fyra års heltidsstudier
- att delta i institutionsarbete med omfattning enligt gällande regler. Institutionsarbete kan vara undervisning, administration etc.

### 3) Handledarnas ansvar är:

- att hålla regelbunden kontakt med den forskarstuderande
- att initiera bildandet av handledargrupp
- att väl följa den forskarstuderandes arbete
- att hålla sig à jour med den övergripande litteraturen inom området för studierna
- att klargöra ansvarsfördelningen inom handledargruppen
- att genomföra halvtidsuppföljning av projektet med avseende på arbete och ekonomi
- att hålla sig à jour med de regler som finns för forskarutbildningen, t.ex. angående fakultetsarbete
- att se till att den forskarstuderande får tillfredsställande vägledning i:
  - o laborativt arbete
  - o publicering
  - o skapandet av nationella och internationella kontakter
  - o litteratursökning

**4) Finansiering av forskarutbildningen diskuteras så att den forskarstuderande och handledarna:**

- gör en genomgång av budgeten för doktorandstudierna
- klargör vem av handledarna som är huvudansvarig för projektfinansieringen avseende lön och drift
- gå igenom ansvarsfördelningen för ansökningar och redovisningar avseende resor, konferenser, kurser etc.

**5) Kontaktformer och arbetsfördelning m.m. Handledare och den forskarstuderande kommer överens om/klarlägger**

- när och hur ofta handledarträffar skall ske, när alla eller delar av handledargruppen skall delta samt på vilket sätt man bör förbereda sig inför dessa möten
- former för handledarmötena
- vem som kallar till handledarmöten, vem som föreslår dagordning för mötena och vem som för minnesanteckningar/protokoll vid mötena
- vilken roll de olika handledarna har
- former för kontakt mellan handledarmötena
- att delmål sätts upp kontinuerligt för arbetet gällande t.ex. första artikeln i manus, vilka kurser/kongresser etc. som den forskarstuderande skall delta i
- studerandes uppfattning om handledarens uppgifter t.ex. som arbetsledare, mentor, kollega, bollplank etc.
- graden av självständighet/styrning i samarbete mellan den studerande och handledaren, t.ex. vem det är som i första hand sätter upp hypoteser/formulerar forskningsfrågor och vem som planerar praktiska försöksuppläggningar eller andra studier
- i vilken grad arbetet ingår i handledarens egen forskning
- när handledaren och övriga skall vara medförfattare på den forskarstuderandes artiklar och vad medförfattarskap innebär i form av arbetsinsats.
- arbetstider och arbetsplatser
- vad som händer om det blir avbrott i studierna under en längre eller kortare tid