



Welcome as a new PhD student at the Department of Biology

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Some practical information about life in Sweden/Lund International students! Things to do as soon as you arrive in Sweden

- Citizens of countries outside the EU need to register at Sweden Migration Agency (Migrationsverket) to get a right to reside.** If you come from a country outside the EU, you should have a visa or residence permit before you arrive. You must apply for an extension once in two years if you are going to be studying in Sweden for more than a year. You can also get permits for your spouse/children.

[Information about how to apply for a work permit \(Sweden Migration Agency's website\)](#)

[Sweden Migration Agency's information for EU/EEA citizens](#)
- Visit a Swedish state service centre (you *must* bring your residence permit/right to reside, passport and proof of employment stating your salary) to get your personal identity number (personnummer).** This consists of your date of birth and 4 additional digits, the combination of which will be unique for you. Do this as soon as possible – without this you can hardly do anything, like open a bank account, set up a (mobile) phone contract and such.

[The Swedish Tax Agency's \(Skatteverket\) information on moving to Sweden](#)
- Set up a bank account into which your salary will be paid.** Many banks require a Swedish or "bank"-ID before giving you a debit card and other things, even though it is against the EU conventions if you are an EU citizen. The policies for opening a bank account have been changed making it harder to open an account. Banks that do not require that are for example SEB (contact and make an appointment) and Skandiabanken. To get your salary deposited into your account you need to fill out a form that is sent to Nordea (the bank Lund University uses). To get the form contact your HR administrator. When asking for a debit card DO NOT tell them that you are a "PhD student" or "post-doc." Tell them that you are an "employee at

Lund University.” Otherwise, you may get a temporary account and card that you can only use in stores and not on the Internet. Make sure to bring your passport/Swedish ID card (if you have one), population registration certificate (personbevis – it is a certificate showing your personal identity number), and a proof of employment stating your salary. You can get a population registration certificate at the Swedish Tax Agency in Lund or [online on the Swedish Tax Agency website](#)

4. **Get a Swedish ID card.** When you receive your personal identity number, apply for an ID card immediately. You will get an appointment to register your biometrics. It takes around 2 weeks to get a Swedish ID card. [Offices that issue ID cards | Skatteverket](#)

If you have some questions about the procedure for getting a personal identity number or bank account and such, you can talk to your HR administrator or your unit administrator. They will help you. [Administration | Internal Biology \(lu.se\)](#)

Resources for people new to Sweden

- [Sweden Migration Agency](#)
- [Swedish Public Employment Service](#)
- [Information for international staff | Staff pages](#)

Finding a place to live

You might have problems to find a flat or a room, as the housing situation in Lund can be very problematic, especially in autumn. Below are some links that might help you to find accommodation quickly. Here you can also find 2nd hand contracts/subleases for shorter time periods or get a room in a flat with shared kitchen/bathroom. If you are searching urgently, here you might find something fast this way.

- [Bopoolen](#)
- [Blocket \(in Swedish\)](#)
- [hemavi](#)

You can also send an email on the departmental mailing list (anslagstavlan@biol.lu.se). Sometimes a colleague knows about an available accommodation.

If you are looking for something more permanent, you might want to queue at AFB or LKF. Queuing times can be long though. Before you can apply you need to register on their websites.

AFB rents out only to students and PhD students and has every type of accommodation from corridor rooms to family flats. Queuing times for a corridor room are not too long, but to get a flat can take up to 6 months (2018). To be eligible for using this queue you need to be a member of Studentlund and the Academic Society in Lund. You can become a member online, via Studentlund’s website as soon as you have been accepted as a student. You must pay the fees either using Swish or swift transfer. [Studentlund](#)

LKF rents out all kinds of flats. Queuing times to get an apartment start at ~1 year for the least wanted flats. [LKF’s website \(in Swedish\)](#)

If you are moving, you must register your new address within 1 week of moving (this is free) at the Swedish Tax Agency or via Adressändring. Most companies in Sweden are connected to the population register (folkbokföring) and they will only send bills and such to the address you are registered to. To forward your post to your new address costs money and you can sign up for this through Adressändring.

[Reporting a change of address | Swedish Tax Agency](#)

[Adressändring](#)

You also need to tell your HR administrator when you change your address so that they can change your address in the administrative systems.

The Swedish Health Care System

In case of an emergency, call 112. Using the University phones, you must dial 0-112.

If you are employed in Sweden, you are automatically insured for health care within Sweden (exception: dentist). [General information about the hospital in Lund](#). There are several **health care centres “vårdcentral”** in Lund. [You find them through the website 1177 \(in Swedish\)](#)

When you're feeling ill, you should go up early in the morning and start calling to your vårdcentral from 8 o'clock. It might take a while until you'll get through – you can request for a call back. A nurse will answer and already try to find out about your problem. They will give you an appointment sometime during the day, and usually then you don't have to wait long once you go to vårdcentralen. Getting there, you always have to pay around 200 SEK before you'll be checked. All other treatments are paid by the state. If you need to have medical care a lot, you can ask for a card where your payments are registered, so that you don't need to pay more than 1200 SEK (2022) during one year, if you register the visits. ([More detailed information on 1177](#))

If you suffer from something more urgent, you can always go to **Akutenmottagningen, the emergency room at the University hospital**. Just go, register at the desk, and wait until it's your turn.

Dental Care is not part of the Swedish general healthcare system. You will, therefore, need to register with a dental insurance plan, otherwise an emergency treatment could cost around 2000 SEK for normal filling. The Swedish dental service (Folktandvården) is one option. You can schedule an appointment for dental inspection, and your monthly insurance fee depends on your dental health. When you are signed up with an insurance plan, you don't need to pay extra money for emergency treatment and routine checkout if you visit any dental praxis that is part of the Folktandvården (There are other private dental praxis and private dental insurance plans, but a bit more expensive).

[Folktandvården \(in Swedish\)](#)

[How to find dentists and emergency dental care on Region Skånes website](#)

For both dentists and other physicians, you can choose a private option. There are many of these in town, try to search for “läkare” = doctors or “tandläkare” = dentists at [eniro \(in Swedish\)](#). Private dentists can vary very much in price. For private physicians it also holds that the state covers part of the treatment costs, but the reimbursement is set by the prices at the state-run dentists.

To go to the gynaecologist, you can call Kvinnokliniken in Lund 0771 11 18 88. [Information about gynaecology health care on Region Skåne's website \(in Swedish\)](#).

In Sweden, checking for sexually transmitted infections (STI) is free and anonymous. Call 046 17 21 13 (or 046 17 11 65). [Information on where to go if you have a STI \(Region Skåne's website \(in Swedish\)\)](#).

As soon as you are employed as a PhD student you will get refunded for the payment of 95 SEK to see a doctor and some of your prescription costs as well if you make sure to get a booklet for “**högkostnadsskydd**” from your doctor and have the doctor stamp into it each time. [Reimbursement of healthcare and medication costs | Staff pages](#)

For work-related issues, there is an occupational health service offered by Lund University. Contact them to make an appointment for services including medical advice, ergonomics issues, psychological issues, etc. They also offer CPR training and handle statutory occupational testing such as vaccinations and allergy tests (example: if you work with mice, they will do a medical exam to see if you are sensitive to developing allergies against mice). [Occupational Health Service | Staff Pages](#)

Insurances

As EU citizen, you don't need an extra health insurance within Europe (also for private travelling). [Non-EU and EU citizens can apply for secondary/social insurance and an EU insurance card at Försäkringskassan](#)

*Note, you can only do this when you are employed by the University (not when you hold a scholarship). This takes several months to process, so apply as soon as you are employed, and they won't notify you if you've missed filling in some form or provide them with some other information. Phone them regularly for a status update.

For world-travel related to your work at the University (like fieldwork, conferences, and such), you have good insurance coverage via the University (but check how long if you are abroad a long time!). Ask your unit administrator for this insurance card when you know that you will be travelling.

Occupational injuries (commuting directly to and from work, at work) are covered by the University if you are employed and if you hold a scholarship/stipend.

Employees of the University get extra coverage such as life insurance, business travel insurance, and householder's comprehensive insurance. [Insurance for international staff | Staff Pages](#)

You should get a hemförsäkring – a type of property insurance that covers most of other things that can happen to you as fire or water in your flat, housebreaking, theft, often also travel insurance and such.

[Länsförsäkringar](#) and [if](#) are some providers with English websites. [On compricer you can compare the different providers \(in Swedish\)](#).

Transportation

Trains and busses

Public transportation (bus and train) in Skåne is coordinated by Skånetrafiken. You can either use their app or pay with your credit card directly. In the app you buy tickets travel to Copenhagen. If you buy a return ticket to Copenhagen the public transport within certain zones in Copenhagen is included! If you commute, there are 30-day cards as well. As a PhD student you get a discount on these if you are a member of the student union and have a student card. To get the student discount, you must get a student card with the Skånetrafiken logo or registering at Mecenat. You get a student card by joining the PhD Students' Union (Lunds Doktorandkår, LDK). [Biljetter | Skånetrafiken \(in Swedish\)](#)

As a PhD student, with a student card with an SJ logo, you can get discount on all your tickets, furthermore you have the possibility to book last minute tickets 24h before the train's departure, which can be very much cheaper than a normal 2nd class ticket. If you want to be sure to get the train you want to, it's best to book very early in advance – tickets are much cheaper then as well. Be aware, on busy days like before Christmas and other national holidays, trains can often be fully booked. [SJ's website](#)

Flight

- [Malmö airport in Sturup](#)
- [Bus to reach Malmö airport | Flygbussarna](#)
- [Copenhagen airport](#)

Own transportation

In Lund, a bicycle is very useful, but invest in a good lock. Bikes are frequently stolen, especially at the train station if you place it there overnight.

Places to buy a bicycle:

- [Blocket \(in Swedish\)](#) (private, 2nd hand)
- [Biltema \(in Swedish\)](#) (cheap)
- [Facebook](#)

The minimum age for renting a car is 20 and you need to show passport and driver's license from your home country (maybe other paperwork too). To drive a car in Sweden you need your passport, driver's license, a certificate of insurance, and the car's registration paperwork. [Learn more about getting a Swedish driver's license on Transportstyrelsen's website.](#)

There might be several rules, which are different from your home country, so you should check. A tip anyway: winter tires are required between 1st of December until 31st of March or when the weather requires it. [General info on transportation in Sweden | Transportstyrelsen](#)

Swedish courses

There are different places providing Swedish courses.

- [Swedish for university staff SFU | Staff Pages](#)
- [SFI – Swedish for immigrants | Komvux](#)

- [Swedish language courses | Folkuniversitetet](#)
- [Medborgarskolan \(in Swedish\)](#)

Other useful links

Telephone numbers, addresses and maps

- [Eniro \(in Swedish\)](#)
- [Hitta \(in Swedish\)](#)

Phone, mobile and internet providers

- [Telia \(in Swedish\)](#)
- [Telenor \(in Swedish\)](#)
- [Tele2 \(in Swedish\)](#)
- [Comviq \(in Swedish\)](#)
- [3 \(in Swedish\)](#)

Books etc

- [Akademibokhandeln \(in Swedish\)](#)
- [Adlibris \(in Swedish\)](#)
- [Bokus \(in Swedish\)](#)
- [Book Depository \(free delivery of English books to Sweden\)](#)
- [Campusbokhandeln \(in Swedish\) \(second-hand course literature\)](#)

Electronic stuff

- [Dustin](#)
- [net on net \(in Swedish\)](#)
- [Kjell & Company \(in Swedish\)](#) (all sorts of useful stuff)
- [Komplett \(in Swedish\)](#)
- [CDON \(in Swedish\)](#)
- [MediaMarkt \(in Swedish\)](#)
- [Elgiganten \(in Swedish\)](#)

Price comparisons

- [Prisjakt \(in Swedish\)](#)
- [PriceRunner \(in Swedish\)](#)

Some practical information about life at work

During the first days

- [Postgraduate studies | Internal Biology](#)
- [Postgraduate studies | Internal Faculty of Science](#)
- [For new employees | Staff Pages \(lu.se\)](#)
- [Introduction of new employees, a checklist for recruiting managers | Internal Biology](#)

Your supervisor will show you in which office you are going to sit and help you to get the necessary access card (to open locked doors) and keys (if needed). The access card is produced, closest at LTH study centre, and you need to be registered as an employee, and have a Swedish ID card or passport. More information can be found at [LU access card | Lund University](#).

Your supervisor should also inform you where you can get office supplies like pens, papers, and such.

Your supervisor will introduce you to everyone at your unit, either at a unit meeting, at the coffee table or by walking around with you at the unit. They should also introduce you to the “studierektor” (Director of Postgraduate Studies).

During the first three months

You should fill in your individual study plan. [You find the form on the Faculty of Science’s website](#). The study plan should be seen as a contract and has legal support. Therefore, it’s important that you take your time when you fill it in. Talk to your supervisor and other PhD-students about how/when to do this.

You will have a supervisory committee that includes your supervisors, a departmental representative, and a scientific mentor, who is someone that is not at your unit. This person shall give independent support and advice to the PhD student. [Supervisory committee | Internal Biology](#)

You will have a meeting with your supervisory committee and the Director of Postgraduate Studies (“studierektor”). At this meeting you will go through the “Checklista för det första doktorandsamtalet” (Checklist for the first PhD student meeting), a checklist, which is a list of useful discussion points to clarify the expectations between students and supervisors. You will of course also discuss the individual study plan, courses, and teaching. The final version of the individual study plan should be signed and thereafter given to your examiner for archiving. You will have a PhD student meeting like this at least once per semester (where you discuss the progress of your studies and update the study plan and the checklist). The Director of Postgraduate Studies will attend the first meeting and the meeting that occurs following mid-term assessment.

Make a short presentation of yourself and send it to inger.ekstrom@biol.lu.se. A picture should also be included. This will be published on [the Biology blog](#).

You can contact Director of first and second cycle studies, Jep Agrell, if you want to teach a course. Everyone must take a mandatory teaching course but to meet the entry requirements for that, you need to have some teaching experience.

Computers and e-mails

The personnel administrator will register you in Lucat (see Computer systems below) and then you get a university e-mail address.

All employees have a profile page where you shortly describe your research in the research portal at Lund University. You add a photo and text to your page by yourself.

- [Instructions on how to add information on profile pages | Staff Pages](#).
- [Research portal](#)
- [More about communication at the department and Lund University | Internal Biology](#)

Email lists

- PhD student – to send and receive information that is specially intended for PhD students within the Department of Biology.
- Anslagstavlan – to send and receive information to all personnel at the Department of biology.
- Biologi – to receive information from the administration to all employees at the Department of biology.
- The Oikos list – information on courses, positions, and such. To subscribe to the Oikos list you must be a member of Oikos, a society for ecologists with a professional interest in ecological research. [Information about Swedish Oikos Society and how to become a member.](#)

Blog and newsletter

- [Biology blog](#) – A blog where much departmental information is presented. If there is a new blog post, you will get an email in the afternoon that day. New employees are added once a month by the blog administrator.
- BioBullen – a weekly newsletter with information about seminars, meetings and biologist in media at the Department of Biology the upcoming week. New employees are added once a month by the editor.

IT at the department

[You find information about computers, software and backup on our internal website.](#)

Computer systems at the University (that you will hear of and use some of them)

- Ladok – a national system used for documentation of academic information at universities in Sweden.
- Lucat – registration of the people associated to the department. When registered in Lucat you will get your email address.
- Lupin – for handling invoices if you order equipment and such.
- Canvas - In this digital learning and teaching environment students, teachers and administrators can communicate, collaborate, and interact in various ways.
- Primula web – personnel system where you register vacation, travel reimbursements, sick leave, leave because of sick child (VAB – Vård av barn) and change of address.
- Other systems: [Administrative systems | Staff Pages \(lu.se\)](#)

Courses and the library

It's a good idea to join a graduate research school if it's possible. Talk to your supervisor or other PhD-students about the possibility. Many graduate research schools offer courses, mentor programs and an opportunity to meet other PhD-students working in your research area.

Examples on graduate research schools that are connected to the department:

- [ADMIRE](#)- graduate research school for advanced microscopy
- [BIOECONOMY](#)- graduate research school for sustainable bioeconomy

- [ClimBEco](#) – graduate research school in environmental and climate sciences
- [COMPUTE](#) – graduate research school for scientific discovery using computing
- [GENECO](#) – graduate research school in genomic ecology

You will need 60 credits (högskolepoäng –ECTS) to get your exam. At the first “doktorandsamtal” (PhD meeting) you will get information on which compulsory courses you need.

- [Courses and individual undertakings | Internal Biology](#)
- [PhD courses | Department of Biology](#)
- [PhD courses | Internal Faculty of Science](#)

There are two compulsory introductory courses for PhD students, one given by the Faculty of Science, and one given by the Department of Biology. Both are advertised at the PhD mailing list. Make sure that you go to the introductory course for PhD students as soon as possible. A part of the introductory course is an introduction to how to search databases in the library. This part of the course is given to each student individually (or two students together if they are working on similar projects) and is really useful! If you must wait many months for the introductory course, you can talk to Frida Rosengren (frida.rosengren@science.lu.se) at the library and ask her to take you through that part in advance. There are some more compulsory courses which includes “Graduate studies in biology: the science and its philosophy”, “Introduction to teaching methods”, “Evolutionary processes”. The statistics course is highly recommended. [Courses and individual undertakings | Internal Biology](#)

With a library card, you can borrow books from all academic libraries in Sweden for free! You can also order articles from other libraries for free. It is possible to buy books via the library at a price, which usually is lower than elsewhere since the library gets a discount. Ask your supervisor about the budget to pay for course literature and other literature you need for your research. The library staff is also open for suggestions for which books to buy for the library. Don't hesitate to ask the library staff for help, they are really helpful. [Library of Science](#)

Course registration in Ladok

Completed courses are needed to be registered in [Ladok](#). There are only some courses at LU that automatically get into your Ladok, mostly, you must fill in a form, print it, get your supervisor to sign it and then give it to Anna Lindkvist (Aquatic Ecology, Biodiversity, Molecular Cell Biology) or Annika Hecktor (Evolutionary Ecology, Functional Zoology, MEMEG), you also need to attach a certificate, or any kind of proof of your participation.

Teaching, scholarships, and other money issues

When you have reached 60, 120, 180 credits (högskolepoäng) in the PhD studies you are entitled to a salary raise (This is equal to 1, 2, 3 years of full-time PhD work). You will have to make sure that you get this salary raise yourself by filling out a separate form! [Employment as a doctoral student | Internal Biology](#)

If you are teaching, you have the right to compensation in time (“prolongation”). Remember that you should agree on the compensation with the person who is responsible for the course before you start working. [Employment as a doctoral student | Internal Biology](#)

If you are paying for something job-related with private money and want your money back you should save your receipt, this also goes for reimbursement for using a private car for work (not travelling to and from). Lund University has a system for billing ([SSC Primula](#)) where you write in your different expenses and then get your money back with the next salary. You can ask your administrator to teach you how to use it.

If you are going to travel during your work, you should book the trip through the travel agency that Lund University has a contract with. The travel agency you should use to book your trip with is Via Egencia. You can have e-mail contact with them to book your trips: lu@viaegencia.com, or phone them: 040-608 57 50, and need to know the cost centre, ask your unit administrator. [How to book a trip | Staff Pages](#)

You should also ask your unit administrator for an insurance card (refer to the “Insurances” section above). This card certifies that you are insured through Lund University and should be presented in case you need to go to the doctor etc. while abroad. It is also advisable to bring your EU insurance card when you travel within Europe if you have one.

Scholarships and grants

[Scholarships and grants | Internal Biology](#)

Links to granting organizations that run programs for travel stipends as well as short- and long-term fellowships. If you are searching for a way to finance your post-doc studies, you may find an opening here.

- [The Swedish Research Council for Environment, Agricultural Sciences and Spatial Planning](#)
- [The Swedish Research Council](#)
- [The Wenner-Gren Foundations](#)
- [Wallenbergstiftelserna](#)
- [The Royal Swedish Academy of Sciences](#)
- [Swedish Cancer Society \(in Swedish\)](#)
- [Hjärnfonden \(in Swedish\)](#)
- [European Molecular Biology Organization](#)
- [The Community Research and Development Information Service for Science, Research and Development](#)

When you have been successful with a grant application you might have to start your account. Take a copy of the letter you get from the funders to the unit research administrator who will open an account for you.

Preparing for the end of your contract: unemployment insurance

If you want to have the right to apply for unemployment compensation when you finish your PhD, you should keep an eye on the following points:

- 1) [Become a member of Akademikernas a-kassa](#), the unemployment benefits fund for every university graduate in Sweden. **IMPORTANT:** To receive benefits, you need to have been a member of an a-kassa for at least 12 months.
- 2) Additionally to a-kassa, you can join one employee union to receive an unemployment payment equal to 80 per cent of your previous average income.
 - Fackförbundet ST sektionen vid Lunds universitet
 - Lärarförbundet, Lunds universitet
 - SULF | Saco-S
- 3) On your first unemployed working days, you should report to each of the following entities who are involved in ensuring you receive unemployment benefits in the Swedish system:
 - *Arbetsförmedlingen – whom you should sign up to on your first day on unemployment, and to whom you should report your job-seeking activities)
 - *A-kassa – whom you should report the days you have or haven't worked. (Note: It is A-kassa who then pays out your unemployment benefit money based on that and reports they get from Arbetsförmedlingen,)
 - *Trygghetsstiftelsen – which is a third party where you can get a contact person, support in your job-seeking and also some financial support for travelling to interviews and such.

*Note: Stipend doctoral students should check the terms and conditions of their contract, as well as with the insurance providers listed below, to determine their eligibility for unemployment insurance before registering for any of these plans.

Boards and unions

Doktorandkåren and nations

It is highly recommended that you join [the “doktorandkåren” \(the PhD student’s Union\)](#), which handles issues concerning all PhD students at the University. Here are three good reasons for becoming a member:

- PhD students sit in different boards at the department level, faculty level and university level. By being a member, you are represented in those different boards. If you are not a member, complications may occur if you need their help or want to influence the system, for example by being a representative yourself.
- You have access to “doktorandombudsmannen” (the PhD student councillor) who works full-time with issues concerning PhD students. You can get advice from them, for example, if you have problems with your supervisor or other issues regarding your employment. [Your rights | Lund’s Doctoral Student Union](#).
- You will get a student ID, containing various discounts. Make sure you get SJ, Skånetrafiken and SAS logos on your student id card, to get student discounts on your flight and train tickets. This is achieved through being registered in the Ladok register before the student cards are sent out (February and October). Ask your unit administrator to help you.

[Information on how to become a member | Lund’s Doctoral Student Union](#)

You can choose between being a member of doktorandkåren only or to add a membership of a “nation” and the “Academic society” (AF), which will give you access to some social activities, grants, and accommodation (for example the AFB queue). [If you want to become a member of all three organizations go to Studentlund.](#)

Boards and councils

PhD students have representatives at the following boards and councils at the Department of Biology (further information on each board/council is found in Appendix 1, the following links go to Internal Biology):

- [Biology doctoral student council, BDR](#)
- [Biology department board](#)
- [Research studies board, FUN](#)
- [First and second cycle programmes board, GUN](#)
- [Health, environment and safety committee, HMS-kommittén](#)
- [Infrastructure group, BIG](#)
- [Gender equality and equal opportunities group](#)
- [Reference group for the Biology Library](#)
- [Scientific and social activities, SACT](#)

Find out which persons are board members at your department, which is helpful if you want to join a board or if you have questions. [Information on representatives \(and other useful stuff\) can be found under documents at Lund's Doctoral Student Union.](#)

If you are a PhD-student representative in any of the boards or councils, you have the right to compensation (in time that is, “prolongation”).

Union

If you want to join facket (the union), you can choose between [Naturvetareförbundet, SULF](#), or both – at a reduced price, or [ST](#). Remember that you should join [a-kassan](#) at least a year before your dissertation otherwise you will end up in the lowest compensation category if you end up unemployed after you get your degree!

Social activities, exercise

Social activities

- Floor hockey every Wednesday. Contact person: Julian Melgar
- Friday Pub (Einar) every Friday second floor lunchroom at 16.30.

Everybody is welcome! There might be more activities, you simply have to ask around. Some activities are also announced via the email lists.

Exercise

You can get up to 1870 SEK per year for fees to one sport activity. (When you pay for sport activities, save the receipt!) [Information on how to apply for health promotion reimbursement | Staff Pages](#)

Out of office and health

It is a nice rule to let a co-worker and/or supervisor know if you are not going to be at work. That is if you're ill, on holiday, home when your child is ill, working abroad or working at home and so on.

When you are employed with a regular salary you can fill in your vacation days, sick leave, and such on [SSC Primula](#). Vacation should be filled out one month before your vacation if it occurs in the spring. If it occurs in the autumn, you must register your vacation or notify your personnel administrator at the latest at the end of April. It's important to update when you are taking vacation because if you get hurt during fieldwork/lab work while you are registered being on a vacation you might get problems with the insurance!

Number of days of annual paid vacation (for employees):

- Age Up to 29 years – 28 days
- 30 to 39 years – 31 days
- 40 years and over – 35 days

Note! If you're ill for more than 7 days, you need a medical certificate from a doctor. Your PhD employment will be extended with the number of days you have been on sick leave. [Sick leave | Staff Pages](#)

Procedure when your child is ill: If you have a PhD employment you register the leave in [SSC Primula](#). When the need for temporary childcare arises, parental allowance is paid from the "Försäkringskassan" (this is the same amount as sickness allowance), and it needs to be registered at [Försäkringskassan](#) the first day you are home with a sick child. Parental allowance for temporary childcare is awarded until the child has reached 12 years of age. A doctor's certificate must be issued after the 8th day of illness. [Caring for a sick child \(VAB\) | Staff Pages](#)

If you get pregnant or need to be off work due to illness you should contact [Försäkringskassan](#) and Facket (The Union) – if you are a member. They know your rights. If you get pregnant during your PhD employment you will get föräldrapenning (economical compensation for parental leave) from Försäkringskassan. [Pregnancy benefit | Staff Pages](#)

As a parent with a child under 12 years you have the right to work part time, down to 75%, in Sweden.

Tax Return System

You get some money back from the government as tax returns. All the process to apply for that has been explained on [Skatteverket's website](#).

Don't forget to inform them if PhD is your first job and the salary you got is the 90% salary for your whole year.

What if I have questions/problems?

For questions regarding your working contracts, resident permit, salary raise and such, contact the human resource administrator of your unit. [Administration | Internal Biology](#)

For questions regarding reimbursement, contact the finance administration of your unit (you can find the list of administration personnel from the website above).

If you have problems related to your work/research, it is best to first talk to your supervisor/s. If you have problems with your supervisor/s you can talk to the director of studies (studierektor). It is Emma Kritzberg and Klas Flärdh. [Contact | Department of Biology](#)

Each PhD student will decide a scientific mentor at the first ISP (individual study plan) meeting. A scientific mentor is someone you can talk to, about anything relating to your work, including potential problems with your supervisor, some suggestions on your work/life balance, or your academic career.

If you have problems with your supervisor or just want some advice you can also talk to Doktorandombudsmannen (The PhD student's councillor). [Your Rights | Lund's Doctoral Student Union](#). You need to be a member of doktorandkåren to gain access to doktorandombudsmannen.

I want to know more!

- Information for employees – [Staff Pages](#)
- Information for PhD students at the Faculty of Science – [Postgraduate studies | Internal Faculty of Science](#)
- The internal website for the Department of Biology – [Internal Biology](#)

This guide doesn't claim to be complete or faultless – tips and comments are accepted gladly to the BDR

Compiled by: BDR - updated in January 2022

Appendix 1. Description of PhD representative positions within the Biology Department at Lund University.

- Biology doctoral student council – BDR
- Biology department board
- Research study board – FUN
- First and second cycle programmes board – GUN
- Health, Environment and Safety committee – HMS-kommittén
- Infrastructure group – BIG
- Gender equality and equal opportunities group
- Reference group for the Biology Library
- Scientific and social activities – SACT

All current (2022) representatives have answered the following questions about 'their' group, and the replies are presented below.

1. Aims and objectives of the group (that is, why does the group exist?)
2. Who calls for meetings?
3. How often does the group meet?
4. What kind of questions does the group handle? Could you give some examples?
5. How big is the workload, is there usually many documents to read and relate to or comment on before every meeting?
6. Other tasks within the group?

7. Are tasks split evenly between all group members or is there a specific 'working group'?
8. Anything else you think is interesting or important to know?

Biology doctoral student council, BDR (Biologiska Doktorandrådet)

1. The BDR consists of a group of PhD students in biology that comprises one representative from each unit. Briefly, the job of the BDR representatives consists of providing a link between the PhD students and the different boards, especially NDR (Naturvetenskapliga Doktorandrådet, Science faculty PhD representative board), institutionsstyrelsen (Biology Department Board) and FUN (Forskarutbildningsnämnden) as well as to convey important information to all PhD students (through monthly reports sent on the Biology blog and meetings within each unit). BDR also discuss points raised/problems encountered by PhD students and give information to new PhD students.
2. We take turns in being chair, secretary, and minutes approving person. The person being a secretary at one meeting calls the next meeting, sends out the agenda and chairs that meeting.
3. Approximately once a month but at least three times per semester.
4. See point 2 above.
5. How much work is involved depends entirely on how ambitious the group wants to be. There are, however, a few regular tasks: organize the nominations of PhD students for the different boards in biology, organize the election and venue of guest lecturers chosen by PhD students.
6. Lately, we have been discussing the new system for the individual study plan and the best way to get information out to the PhD students about how to fill it in.
7. We split the jobs between us, according to interest and time available.
8. This is a very good opportunity to get involved with PhD students' rights and other important issues relevant to PhD students. All meetings are held in English. Good for your CV!

Biology Department board (biologiska institutionens styrelse)

1. The board deals with anything and everything related to the biology department, including (but not limited to) important PhD-related issues – such as budgets, employments, organisation of the department, infrastructure, equipment, teaching hours, and much more.
2. Secretary: Joakim Nilsson (joakim.nilsson@biol.lu.se)
3. On average once a month.
4. See point 2.
5. The board does require some reading of documents in preparation before each meeting.
6. On occasion, there will be votes held on important topics, and then it is essential that we, as PhD students, have a vote. One of the main purposes of having a representative on this council is to be able to get up-to-date

information about the happenings at the department, which may affect PhD students greatly.

7. Evenly split
8. The meetings are held in Swedish.

Research study board, FUN (Forskarutbildningsnämnden)

1. Questions and topics about Research Education (RE). Discussing pros and cons, problems, and solutions, and collecting opinions from others. I think the most important is to improve the flow of information between PhD students and FUN in both directions.
2. Secretary: Annika Hecktor (annika.hecktor@biol.lu.se)
3. Approximately once a month on average. Fairly strict meeting times – usually two hours long.
4. Rules regarding the salary ladder for PhD students, the RE web pages, new individual study plan, stipend PhD students. Which courses should be compulsory? Which subfields should exist within biology? How should the supervisor committee be structured in the future? And similar questions.
5. There is usually not so much to prepare before meetings, sometimes read a couple of documents, sometimes a task will be to discuss in subgroups, sometimes other minor tasks. The board gains a lot from suggestions and ideas as well as opinions from the PhD student council.
6. Very diverse as described above.
7. Usually, the directors of studies (studierektorerna) present a suggestion when a new issue emerges. Then it's up to us to check whether it's of interest to PhD students or whether we should bring an alternative suggestion.
8. FUN has an open and integrating working atmosphere, but one needs to be tough and very clear with one's opinions and thoughts. Important: You need to be able to speak, read and understand Swedish!

First and second cycle programmes board, GUN (Grundutbildningsnämnden)

1. The First and second cycle programmes board runs the basic education within the department and has the overall responsibility for this.
2. Secretary: Juana Bernal (juana.bernal@biol.lu.se)
3. Once a month
4. GUN works with educational issues at the basic and advanced levels (masters). The group also works to integrate all basic education activities.
5. Not so big. There isn't always anything specific to have an opinion about but usually, there are some documents to read through, though not long ones. Some course plans and course evaluations, some other things to read through.
6. Take turns in proofreading the protocol.
7. There is no specific working group. Groups are assembled as and when necessary but usually consist of persons more directly involved in the basic education, like study advisors and directors of studies.

8. This position is good for anybody who wants an insight into how basic education is planned and run. It allows influencing the structure of courses which might be useful for anybody who teaches a lot. Coffee and cake are included at every meeting :-). The meetings are in Swedish, so being able to read, speak and understand Swedish is a requirement. Usually, at every meeting, you are asked to give an update of things happening in BDR, why it is important to talk to members in BDR before every meeting.

Health, Environment and Safety committee (HMS)

1. The main task for the HMS committee is to monitor and coordinate the University- and faculty-wide policies regarding health, environment, and safety.
2. Secretary: Erling Jirle (erling.jirle@biol.lu.se)
3. 2-3 times per semester
4. New rules concerning the safe handling of chemicals, accidents and incidents at the department, and safety inspections – including the annual psycho-social safety inspection.
5. Small. There are usually a few documents to read before each meeting.
6. –
7. No working groups.
8. The meetings are in Swedish.

Infrastructure group, BIG (Infrastrukturgruppen)

1. To summarise and organise infrastructure available to everybody within the Department of Biology.
2. Secretary: Erling Jirle (erling.jirle@biol.lu.se)
3. 4-5 times per semester
4. For instance, how/whether the microscopy centre should be updated, how much should it cost to use the microscopes. The greenhouses, what should be done with the renting out? How should the staff issue be solved?
5. Some work is done in between meetings so it depends on how much you take on. There is not all that much reading to do before meetings and the meetings are short and to the point
6. –
7. No working groups, the workload is split between different persons.
8. Also keeps an inventory of heavy equipment.

Gender equality and equal opportunities group (Jämställdhetsgruppen)

1. To discover, highlight, discuss, prevent, and work against discrimination at work.
2. Chairperson: Anna Runemark (anna.runemark@biol.lu.se)
3. Once per month
4. Offer regular presentations by invited researchers (and especially encourage invitations to people from underrepresented groups). Present data on proportion male/female external lecturers at the department. Spread information about the faculty action plan and this local action plan via the

Biology blog and mail list (Anslagstavlan). Create opportunities for contact and network building between all categories of personnel through, for example, the invitation of randomly selected employees to regular “Equality coffee breaks” which also provide opportunities for discussing gender and equality issues. We also aim to offer all employees at least one yearly workshop/training program or seminar with a focus on gender and equal treatment perspectives

5. Sometimes there are documents to read but usually very short. The workload is generally small but larger at times, for example when editing the action plan.
6. It's good to have some knowledge of equality and discrimination and the theories behind this. For example, what forms it can take, pros and cons with different types of equality and methods to get there.
7. The work is split evenly, but PhD students don't carry as large a responsibility as other group member.
8. It is usually a very nice and well-informed group that thrives to bring up questions with regards to gender equality and equal opportunities. Following university policy with regards to Discrimination, Equal treatment, Recruitment and Promotion, Leadership, Pay rates and terms of employment, Gender perspectives and intersectional perspectives, the Department of Biology has developed an action plan for gender equality and equal opportunities (jämsällldhet och likabehandling, JoL-plan) as a local extension of the action plans created by the Faculty of Science and Lund University centrally.

Reference group for the Biology Library (Referensgrupp för biologibiblioteket)

1. The group is responsible for the department library services.
2. Chairperson: Kristina Holmin Verdozzi (kristina.holmin_verdozzi@science.lu.se)
3. 2 meetings per year
4. For example, the usage of e-media and e-books, the library budget, and workshops/seminars that the library arranges.
5. The workload is minimal.
6. –
7. It is mainly the library staff that informs the group about current issues. The rest of the group listen and comments on what's being discussed.
8. Meetings are in Swedish

Scientific and social activities, SACT (Gruppen för vetenskapliga och sociala aktiviteter)

1. Integrate scientific activities within the biological institution which are of general interest, and understandable for all employees of the Department of Biology
2. Chairperson: Nathalie Feiner (nathalie.feiner@biol.lu.se)
3. Meet almost every month for no longer than 1 hour.

4. Issues: plan the integrated scientific activities on Thursday afternoons.
Lund Biology Seminars: Two high-quality guests per year with proven ability to give talks of extremely general interest. Tandem Talks: one hour, two speakers – one from each of the two buildings (including the museums), emphasis on a high level of accessibility. visits (to labs, field stations, museums) and excursions (fungus excursion, moss excursion, bird excursion, aquatic excursion) for employees at the department.
5. Workload – keep in contact with people who are responsible for the scheduled topics, so that they don't forget what they have promised.
announce the integrated activities in time on Anslagstavlan and BioBullen.
6. –
7. Tasks are split evenly.