



# Handbook for PhD students

FACULTY OF MEDICINE | LUND UNIVERSITY



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## Notes

# Introduction

## Welcome to the PhD programme at the Faculty of Medicine, Lund University

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*... a Faculty of Medicine that makes the world a better place – we exist to improve human life and health.*

Congratulations to your admission to the PhD programme at the Faculty of Medicine, Lund University! As Vice Dean of the Faculty of Medicine, I warmly welcome you to a research environment in which you will have a great opportunity to develop your research skills, expand your knowledge within various scientific areas, cultivate your curiosity and grow to become an independent scientist. The fundament during this journey will be your own PhD project, and down the road, your thesis will be your unique contribution to the battle against diseases, which is the common denominator of all re-



search within the Faculty of Medicine. During your PhD training, you will also attend a wide range of courses, seminars and conferences. The importance of communicating research, not only to other researchers but also to the wider society, cannot be enough emphasized. Public awareness is key to successful implementation of research findings! International experiences other than attending conferences or courses are also strongly encouraged, and you should stay tuned for the possibilities to spend time in a research institution abroad.

During your PhD training you will not only get guidance and support from your supervisors, but also from the staff at your department and the faculty. Do not hesitate to get in touch if any uncertainties arise. And aside from the many sources of inspiration for your post-doctoral work and career that you are likely to encounter along the way, our Careers Centre Office also offers a variety of services in this regard.

So buckle up for a fascinating journey into the world of medical sciences. I wish you a fruitful and enjoyable time at our Faculty!

A handwritten signature in blue ink, appearing to read 'Karin Jirstrom', written over a horizontal line.

Karin Jirstrom, Vice Dean

## PhD studies at the Faculty of Medicine

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There are approximately 1 050 registered PhD students at the Faculty of Medicine at Lund University. Roughly 200 new PhD students are registered every year and about 150 conclude their studies by obtaining their PhD degree. Two thirds of them are part-time PhD students (mostly within clinical disciplines) and the remaining one third study full-time.

## Aim of PhD studies

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PhD studies are the highest level of education available at universities. The training prepares you for a continued career within academia or outside the university. The main objective of the medical education at doctoral level is to educate researchers who can advance the development in medicine, partly through their own new discoveries, partly through critical examination and introduction of forthcoming new experiences and methods in health care.

## Rules and regulations

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PhD studies are governed at state level by the Higher Education Act (Högskolelagen) and the Higher Education Ordinance (Högskoleförordningen), which set rules for what PhD studies should include. The Swedish Higher Education Authority (UKÄ) is the government's regulatory body.

For instance, according to the Higher Education Ordinance, the objectives for PhD students, among others, are to:

- demonstrate broad knowledge in and systematic understanding of the field of research, together with deep and up-to-date specialist knowledge in a defined part of the field of research: and
- demonstrate familiarity with scholarly methods in general and with methods in the specific field of research in particular.

List of all outcomes: [www.med.lu.se/phd\\_outcomes](http://www.med.lu.se/phd_outcomes)

For a Licentiate degree, postgraduate students must:

- demonstrate knowledge and understanding in the field of research, including current specialist knowledge in a defined part of the field and a deeper knowledge of scientific methods in general and of methods in the specific field of research in particular.

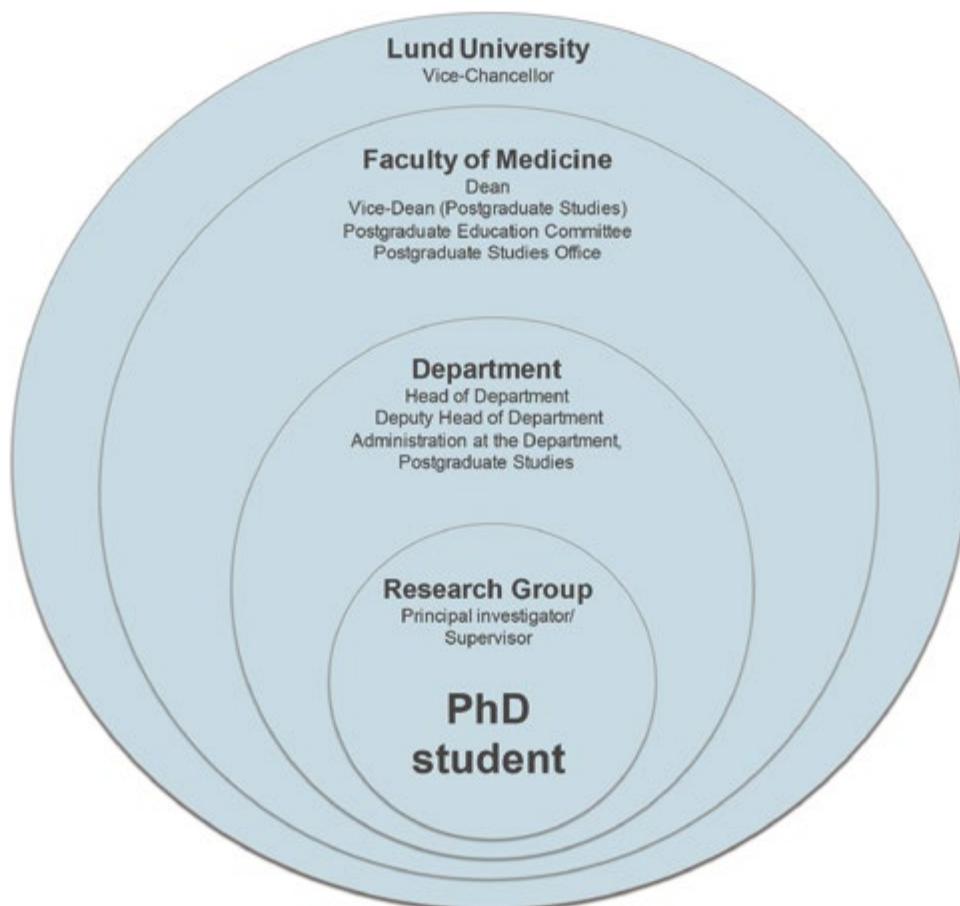
List of all outcomes: [www.med.lu.se/phd\\_outcomes\\_lic](http://www.med.lu.se/phd_outcomes_lic)

Each university can decide on additional local rules. At Lund university there are two steering documents with local rules; Lund university regulations for third cycle education and Lund university admission rules for the doctoral programme. The faculty can also provide more detailed rules for PhD studies. At the Faculty of Medicine, the Research Studies Board is the main entity responsible for decisions regarding the PhD programme. The Board has decided on a steering document with rules for PhD studies which outlines the rules and regulation for postgraduate studies at the faculty. The Board has also decided on general study plans which regulates objectives, scope and content, eligibility, selection, admissions and financing, programme design and examinations.

You can find all the steering documents on this web page:

[www.med.lu.se/phd\\_about\\_the\\_programme](http://www.med.lu.se/phd_about_the_programme)

# Organisation of PhD studies at the Faculty of Medicine



## The Faculty

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The Faculty of Medicine is one of Lund University's eight faculties. In turn, the faculty consists of six departments in Lund and Malmö. A department is an organisational unit within a faculty that engages in education and research. The faculty also has a number of cross-departmental and interfaculty scientific programme areas aimed at bringing researchers from different disciplines together.

## The Faculty Board

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The Faculty Board is responsible for providing guidelines and making decisions regarding faculty operations. The Dean is the Chair of the Faculty Board and the Pro-Dean is Vice-Chair. The Faculty Board includes the Dean, Pro-Dean, six teachers, two other employees and two external members. Students have the right to be represented by three members.

## The Dean and Faculty Management

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The Dean and Pro-Dean are elected by the faculty's teachers after a proposal by a nominating committee. The Dean appoints the other members of the faculty management team. The faculty management currently has four Vice-Deans, including one with special responsibility for postgraduate studies. Elected PhD student representatives may also participate in faculty management meetings.

## Research Studies Board

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The Research Studies Board is headed by the Vice-Dean and has eight permanent members (four teachers and three PhD students) and six deputy members. In addition, there is an external board member and co-opted members of the Board.

The task of the Research Studies Board is to assist the Faculty Board by handling questions concerning PhD studies at the Faculty of Medicine, including quality assurance of the programme, eligibility requirements for admission to PhD studies, financial assistance for PhD students and PhD courses. The Research Studies Board appoints ad hoc working groups on postgraduate matters. These ad hoc groups always include PhD students.

## Study Coordinator for PhD studies

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The Chair of the Research Studies Board is assisted by a Study Coordinator for PhD studies. The Study Coordinator has an operative assignment to on an overarching level coordinate PhD courses as well as act for quality assurance and development of the PhD programme.

## Departments/Head of Postgraduate Studies

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Every department has a Deputy Head of Department (Head of Postgraduate Studies) with specific responsibility for PhD studies. Their tasks include support for PhD students in the formal part of their training, ensuring a suitable introduction, monitoring the physical and psychosocial working environment, and ensuring that the individual study plan is updated annually. The Head of Postgraduate Studies also has a department-related role to evaluate eligibility requirements for admission, to ensure that adequate funding, supervision and a project plan are available on admission, to monitor the half-time review and to be a link between the Research Studies Board and the departments in postgraduate issues. You can find contact information to the current Deputy Heads of Department and administrative staff responsible for postgraduate studies on:

[www.med.lu.se/phd\\_contact](http://www.med.lu.se/phd_contact)

## PhD Studies Office

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The PhD Studies Office, which is part of the Faculty Office, handles the administration of the PhD programme and executes the decisions taken in the Research Studies Board. The office administers admissions, courses, thesis defences, travel grants, doctoral studentships, etc. The office is also responsible for disseminating information, updating the website, consultation responses, financial reviews and issues concerning PhD studies.

## Contact information

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*Professor Karin Jirström*

*Vice Dean, third cycle education*

Chair, Research Studies Board

Phone no: 046-222 08 29

Email: [karin.jirstrom@med.lu.se](mailto:karin.jirstrom@med.lu.se)

*Emma Roybon*

*Head of PhD Studies Office*

Overall administrative responsibility for PhD studies

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*Anette Saltin*

*Research Education Coordinator*

Administration of PhD admissions and thesis defence

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Email: [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se)

*Anette Åkerberg*

*Research Education Coordinator*

Administration of PhD courses

Phone no: 046-222 73 91

Email: [Anette.Akerberg@med.lu.se](mailto:Anette.Akerberg@med.lu.se)

Contact information to the Deputy Heads of Departments responsible for postgraduate studies, can be found on:

[www.med.lu.se/phd\\_contact](http://www.med.lu.se/phd_contact)

Up-to-date information on the members of the Research Studies Board can be found on:

[www.med.lu.se/fun](http://www.med.lu.se/fun)

**Visiting address****of the PhD Studies Office:**

BMC F12, Sölvegatan 19, Lund

**Mailing address:**

PhD Studies Office

Office of the Faculty of Medicine, BMC F12

Lund University, 221 84 LUND

**Internal post:**

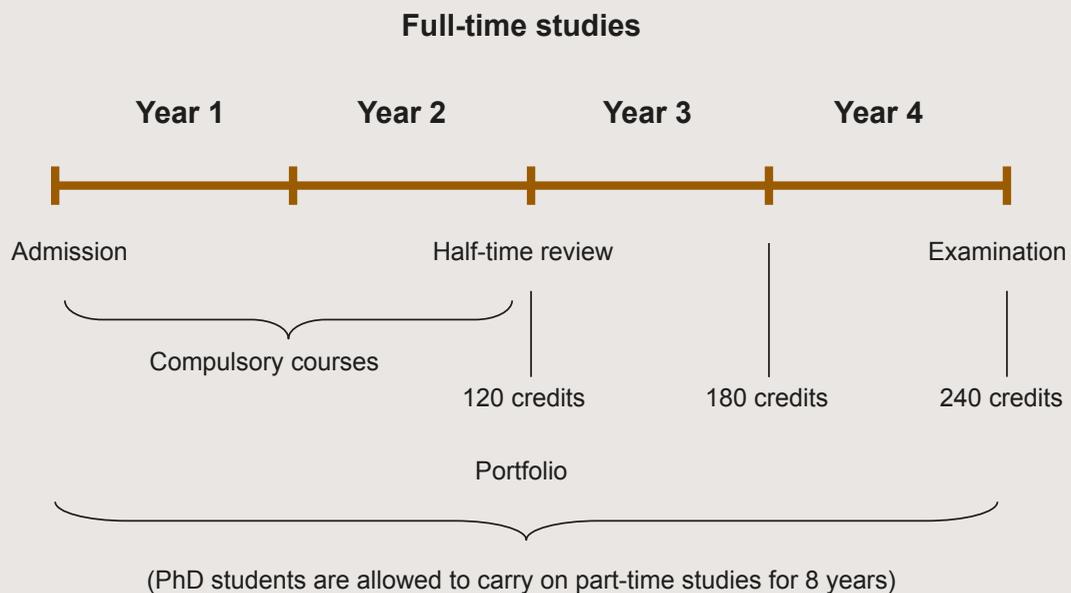
Mailing code 66, F12

# From admission to public defence

## Timeframe for PhD studies

PhD studies at the Faculty of Medicine normally include four or two years of full-time studies. Four years of full-time studies lead to a PhD degree (240 credits) and two years of full-time studies lead to a Licentiate degree (120 credits). If you are admitted to part-time studies, the maximum duration is eight years.

### Phases of the PhD programme



## Admission

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Admission to PhD studies at the Faculty of Medicine takes place throughout the year. The Research Studies Board decides on PhD projects and admission of PhD students. Decisions regarding admissions are made by the Research Studies Board upon recommendation from the Head of Postgraduate Studies at each department.

According to Swedish regulations, each university must be able to guarantee supervision and financing of students for their whole period of study before admitting them to PhD studies. This means that sufficient resources must be available for them to complete their programme after four years of full-time or eight years of part-time study. To be admitted to PhD studies you have to fulfill both the requirements for basic eligibility (i.e. admission to PhD studies) and specific eligibility (i.e. admission to a specific PhD programme).

### BASIC ELIGIBILITY

To meet the requirements for basic eligibility, applicants must have

- a second-cycle qualification (Master's level) or
- completed course requirements of at least 240 higher education credits, including at least 60 higher education credits at second-cycle (Master's) level or
- acquired essentially corresponding knowledge in some other way in Sweden or abroad.

### SPECIFIC ELIGIBILITY

To meet the requirements for specific eligibility, applicants must have

- at least 60 higher education credits within the subject area of third-cycle (PhD) studies.

Students with undergraduate degrees from countries outside Scandinavia must have passed a test demonstrating English language proficiency equivalent to that of the three-year English requirement of the Swedish upper secondary school if their native language is other than English.

## PhD study subject area

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There is one subject area offered for the PhD programme at the Faculty of Medicine, *Medical science*. There is a general study plan for this subject for a PhD degree, and one for a licentiate degree, that regulates objectives, scope and content, eligibility, selection, admissions and financing, programme design and examinations.



## Supervision

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Under the terms of the Higher Education Ordinance, every PhD student is entitled to supervision for a period of 4 years. Part-time PhD students in clinical subjects are also entitled to supervision whilst engaged in the clinical activities required by their programmes.

### THE SUPERVISOR'S ROLE

The main supervisor's role and mission is clearly regulated and details can be found on our website: [www.med.lu.se/phd\\_supervision](http://www.med.lu.se/phd_supervision). Among other things, supervisors should support and encourage their students in their research, and ensure their studies are progressing in a satisfactory manner.

At the Faculty of Medicine, supervisors must devote a minimum of 100 hours per year to supervising a PhD student. How that time is allocated should be linked to the PhD student's needs and activity level, as well as what stage of the programme they are in. Supervisory hours include the time that the supervisor and PhD student spend on the PhD student's education, e.g. research project and courses. Supervisory hours also include time spent reviewing work and planning the thesis defence. Supervisory time should be divided among the main and assistant supervisors. The main supervisor and the PhD student should review, and if necessary update, the individual study plan at least once a year. It is important for you to discuss your aspirations with your supervisor early on, so you can get help and support in planning your future career.

You must have a main supervisor and at least one assistant supervisor. The Research Studies Board makes the formal appointment of supervisor and assistant supervisor at the time of admission. All PhD student supervisors must have completed approved supervisor training. Your main supervisor does not need to be of Associate Professor (docent) level, as long as your assistant supervisor is of Associate Professor level or higher. In such cases, your main supervisor must be the main holder of a three year project grant from a national / international funding body. Your main supervisor should be active at Lund University, Skåne University Hospital, or have some other strong connection to the Faculty of Medicine.

Sometimes issues arise in the contact with your supervisor, and you may feel you are not getting enough support. In situations where you feel that supervision has been lacking, you can get help and advice from the Deputy Head of Department in charge of PhD studies.

## Individual study plan

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At admission, you and your supervisor establish an individual study plan, as stipulated by the Higher Education Ordinance. An individual study plan is an agreement between you and your supervisor regarding the content of your research studies and how they are to be pursued. The plan serves as a basis for both you and your supervisor in the ongoing process of your studies. It includes a summary of the scientific project, literature, courses, supervision and other resources that are required for your studies to be completed efficiently within the stated period. PhD studies are based on a mutual commitment by the faculty and the PhD student, where both parties have a responsibility for the outcome. The individual study plan should regulate rights, obligations and expectations between the faculty, supervisors and the individual PhD student.

The individual study plan is managed and updated via an online system. After admission to PhD studies, you will receive an email confirming that you can log in to the database using your LUCAT ID. The plan should be registered within 3 months of admission.

The individual study plan should be updated throughout the course of your studies. University regulations stipulate that individual study plans must be followed up and updated at least once a year and be approved by the PhD student, the supervisor and the Deputy Head of Department responsible for postgraduate studies.

You can find more information on the individual study plan as well as a manual for the web-based system here:

[www.med.lu.se/phd/isp](http://www.med.lu.se/phd/isp)

You can log in to the web-based system here:

[individuellastudieplaner.web.med.lu.se](http://individuellastudieplaner.web.med.lu.se)

## PhD courses

To ensure that you receive the research tools needed for your studies, as well as transferable skills for your future career, the faculty offers a number of PhD courses, some which are compulsory and some which are elective.

### COMPULSORY PHD COURSES

The faculty offers a basic package of compulsory courses totalling 26.5 higher education credits. The course package includes an elective course worth 1.5 credits and a "Portfolio" course worth 12 credits.

If you work with laboratory animals, you must take the course "Laboratory Animal Science". The Laboratory Animal Science course can replace the elective course of 1.5 credits.

Most of the compulsory courses should be completed before the half-time review, i.e. during the first half of the PhD programme. The elective course, and the course Knowledge in collaboration – how research creates values in society can be completed after the half-time review. The portfolio should

be updated continuously throughout the programme. Remember to apply for a place on the various courses as soon as possible.

You can find information about the compulsory courses on: [www.med.lu.se/compulsory\\_courses](http://www.med.lu.se/compulsory_courses)

If you are going to teach at undergraduate level, a basic course in "Teaching and Learning in Higher Education" is required. These courses are offered by MedCUL, the Faculty of Medicine's Centre for Teaching and Learning.

[www.med.lu.se/english/medcul](http://www.med.lu.se/english/medcul)

COMPULSORY COURSES	CREDITS
Introductory Course	1
Research Ethics	1.5
Scientific Communication	1.5
Oral Communication	1.5
Applied Statistics I	1.5
Applied Statistics II	3
Knowledge in collaboration – how research creates values in society	1.5
Applied Qualitative Methodology I	1.5
One elective course	1.5
Portfolio	12
Laboratory Animal Science (can replace elective course and Applied Qualitative Methodology I)	3
<b>Total</b>	<b>26.5/28 credits</b>

## COURSE DESCRIPTIONS

### Introductory course

The purpose of this course is to welcome the PhD students to the Faculty and to contribute to the development of an independent approach to the PhD studies. During the course the participants will be introduced to the PhD programme and how the university is organized and structured. The course is based on principles for active learning and the participants will have time for individual preparations and be engaged in collaborative work.

### Research ethics

The aim of Research Ethics is to enable you to address and properly deal with a wide range of ethical issues related to biomedical research. The course covers codes, rules, and principles in different parts of research ethics, including an introduction to relevant Swedish legislation. It focuses on the protection of human research subjects, but issues of scientific integrity are also addressed, such as academic misconduct, publication ethics, and researchers' responsibilities towards society.

### Scientific communication

Scientific Communication in Theory and Practice aims to help you to develop an understanding of the different stages of scientific communication. The course covers the principles of information retrieval in databases and reference management, writing about own research for different target groups, communicating popular science, constructive criticism, principles of peer-review, the complexities of the current publishing environment and methods of evaluating published research, and principles of grant applications.

### Oral communication

The aim of the course is to develop an awareness of communication processes. After completing the course, you should be able to: make a research presentation for other PhD students focusing on listeners' needs and viewpoints, identify non-verbal communication patterns and describe their impact on the listener, provide constructive feedback to other participants after a presentation and reflect, in writing with references to literature, on how an oral presentation can be performed.

### Applied statistics I

This course will give you an introduction to quantitative methods: common study designs and basic statistical concepts, principles, methods and measurements. The course also introduces theoretical concepts like variable, distribution, parameter, random variability and variance illustrated by examples from medical science. The focus will be on interpretation and on which conclusions can be drawn from the results based on statistical significance, evidence, effect

size and generalizability. Additionally, the course will provide a practical introduction to a statistical package (R, Stata or R) focusing on principles for data management and you will also get the opportunity to conduct the statistical analyses covered on the course.

### Applied statistics II – clinical research

This course will give you practical knowledge about regression methods, especially uni- and multivariable linear and logistic regression models: in what situations they can be used and how the results should be interpreted. The course will also cover how regression methods can be used to assess and handle confounding and interaction. It should also improve your skills in evaluating empirical research within the medical field more generally and outside your own research area.

### Applied statistics II – biomedicine and laboratory medicine

This course will focus on methods that are applied within the field of biomedicine and laboratory medicine. The course should provide you with necessary statistical tools for the design and analysis of experiments in biomedicine and laboratory medicine.

### Applied statistics II – epidemiology and health sciences

This course will give you practical knowledge about how empirical data within epidemiological and health science research should be handled and analysed. The course should also improve your skills in evaluating empirical research within the medical field more generally and outside your own research area.

### Applied Qualitative Methodology

This course will give you the basic knowledge of qualitative methodology; its philosophical underpinnings, study designs, methods for data collection and analytical approaches. You will learn how to pose research questions requiring a qualitative research design, critically review scientific articles based on the quality criteria used for qualitative research and discuss the ethical and societal aspects of qualitative research.

### Knowledge in collaboration – how research creates values in society

This course encourages students to reflect on the importance of academic research in society at large and how academic research can help solve society's challenges. Students learn to effectively deliver a "pitch" describing the importance and potential benefits of a research project. During the course students write self-reflections for the PhD student portfolio about their own opportunities for collaboration, utilization and innovation today and in the future.

## ELECTIVE COURSES

Each semester, a number of elective courses are offered in various disciplines in both Swedish and English. You also have the opportunity to attend elective courses at other institutions of higher education. Currently available courses are advertised on:

[www.med.lu.se/elective\\_courses](http://www.med.lu.se/elective_courses)

## GENERIC KNOWLEDGE AND SKILLS – PORTFOLIO

The portfolio course is mandatory and serves as a basis for PhD examination. Its purpose is to give an overview of the your progress during your studies. The Portfolio is updated continuously and must be accompanied by appendices containing reflections on the various training elements. In the half-time review, your portfolio is assessed by two reviewers and the Deputy Head of Department responsible for post-graduate studies. Before registering for the public defence of your thesis, your portfolio needs to be approved by the Deputy Head of Department. To show your portfolio, you can send a link to a display page in the web tool Mahara, or you can send a text document with a selection of you reflections. What will be assessed and examined is your own selection of reflections within each of the areas. The Deputy Head of Department then confirms their approval of your portfolio with a certificate, which should be sent to the PhD Studies Office. For more information about the Portfolio and the web tool Mahara, visit:

[www.med.lu.se/phd\\_portfolio](http://www.med.lu.se/phd_portfolio)

## RESEARCH SCHOOL FOR CLINICIANS

The research school for clinicians is held annually and is aimed at clinically active physicians registered as PhD students at the Faculty of Medicine. The course includes one week of lectures on general topics such as medical research and methodology, grant application systems, scientific theory, clinical trials, industrial contacts as well as the introductory course to PhD studies. This is followed by separate courses in statistics, research ethics, oral and scientific communication which are included in the compulsory courses for PhD students at the Faculty of Medicine. In addition, each participant is assigned a mentor with whom contact is established during or after the course, and for the entire length of PhD studies.

## Half-time review

The half-time review should be conducted when half of the time of the PhD programme has been completed. The aim of the half-time review is for you and your supervisor to evaluate your project in terms of what has been accomplished and to ensure that progress is being made in accordance with your individual study plan. The review also serves to check the achievement of targets with regard to general knowledge and skills examined via the portfolio.

All PhD students must complete a half-time review. Before the half-time review, you should have completed and passed most of the compulsory courses. For detailed information, visit:

[www.med.lu.se/phd/halftime\\_review](http://www.med.lu.se/phd/halftime_review)

Your supervisor takes the initiative for the half-time review, which takes the form of a public seminar followed by discussion. Two external reviewers are appointed. These should be qualified researchers unconnected to you, your supervisor or the project and one of them has to be associate professor (docent). You must write a brief description of the project and attach any manuscripts and reprints.

After the seminar a private discussion follows between you, all supervisors and the external reviewers. In cases where progress is not satisfactory, and/or the individual study plan could not be followed, the department's Head of Postgraduate Studies, in consultation with the parties, discusses a way forward to the public defence of the thesis and revises the individual study plan if necessary. The Portfolio is also assessed.

A certificate is issued after completion of the half-time review and signed by all supervisors, the department's Head of Postgraduate Studies and yourself. This is then submitted to the PhD Studies Office.

## Examination

The PhD programme normally culminates in a PhD degree totalling 240 credits. However, it is also possible to receive a Licentiate degree after two years of studies with a total of 120 credits. The majority of the faculty's PhD students receive a PhD degree.

At the Faculty of Medicine at Lund University, the official degree is called a 'Doctor of Philosophy in Medical Science' (in Swedish 'Doktor i medicinsk vetenskap'). A PhD degree is the highest academic degree you can obtain. The Research Studies Board has drawn up regulations and taken steps to ensure that the scientific thesis is of good quality and that students have obtained the necessary and sufficient skills during their education.

### PHD DEGREE REQUIREMENTS

Prior to the defense of your thesis, you must have:

- Passed all compulsory courses
- Passed the half-time review
- Passed examination of the literature and courses stated in the general study plan for the subject and in the individual study plan, active participation in seminars and conferences
- Completed the portfolio

In order for the doctoral student to demonstrate sufficient competence the doctoral student is generally required to have authored three to four papers of which two are to have been published or accepted. The doctoral student is to be the sole first author of the published paper as well as first author for at least one of the other papers. The number of papers that should be included depends on the extent of the doctoral student's contribution to each of the papers. The research papers are to be of a quality that corresponds to the requirements for publication in recognised international peer-reviewed research journals.

The different types of articles that can be included in the thesis are:

- Articles containing original data published in international peer-reviewed journals
- Meta-analyses and meta-syntheses or systematic reviews according to established methodology. Only one of the papers may have this form and cannot replace the paper for which the doctoral student is the sole first author.

- Letter to the editor – provided that original data is presented. It cannot replace the paper for which the doctoral student is the sole first author.
- Study protocol – provided that the protocol is clearly linked to the other research papers. It cannot replace the paper for which the doctoral student is the sole first author.

The publication of articles in internationally recognised scientific journals means that the quality has already been scrutinised; the Research Studies Board therefore considers composite theses to be preferable to monographs.

You must orally defend your thesis at a public defence. The public defence of the thesis can be refused if it is not of sufficiently high quality even if the thesis meets the quantitative requirements.

For more information, visit:

[www.med.lu.se/phd/phd\\_degree](http://www.med.lu.se/phd/phd_degree)

### PLAGIARISM CHECK

Compulsory plagiarism checks have been introduced for all theses at the faculty. The checks are performed on all manuscripts and summaries/kappor (not published articles) for PhD and Licentiate degrees. It is the supervisor's responsibility to perform the check and to certify that it has been performed. The certificate should be submitted to the PhD Studies Office no later than 3 weeks before the public defense / oral seminar. Plagiarism checks are performed using the web-based tool Urkund, for which Lund University has a campus license.

For more information, visit:

[www.med.lu.se/phd/plagiarism\\_check](http://www.med.lu.se/phd/plagiarism_check)

### TIMETABLE FOR PUBLIC DEFENCE

The public defence of your thesis requires some preparation. Detailed information about what needs to be done can be found on:

[www.med.lu.se/registration\\_of\\_thesis\\_defence](http://www.med.lu.se/registration_of_thesis_defence)

Well in advance of the time intended for the defence, you must book a date and time for the defence on the faculty's website. Once booked, you will receive a booking confirmation by email and further information about the public defence process.

The public defence application (signed by the Head of Department) must be submitted to the Research Studies Board at least 3 months before the planned date of the defence. The Chair of the Research Studies Board appoints an external reviewer, a Chair for the defence and members and substitutes of the Examination Board.

The members of the Examination Board make a preliminary assessment of the thesis and inform the department as to whether they consider the papers or monograph to be of sufficient scope and quality to merit a PhD degree. The Head of Postgraduate Studies then writes a statement that the preliminary assessment has been carried out.

The student arranges the printing of the thesis. The Faculty of Medicine allocates SEK 30,000 to the department/unit to cover the remuneration of the external reviewer and to defray the costs of printing the thesis.

Three weeks before the public defence, an announcement is made through the calendar on the website and you must make an electronic announcement (called "spikning", or nailing) on the University Library's website.

### **PUBLIC DEFENCE SEMINAR**

You must orally defend your thesis at a public defence. The public defence seminar is conducted by a chairperson. The external examiner (opponent) usually presents a brief summary of the contents of the thesis, and the student (respondent) responds to questions. As a rule, the examination board meets immediately after the examination and is qualified to reach a decision when all members are present. The supervisor must be present, but may not participate in the decision. The external examiner usually takes part in this meeting as well. The doctoral thesis is awarded the grade of "approved" or "not approved". The committee's decision is based on both the content of the thesis and its defence. The task of the examination board during the examination process is to assess the student's competence.

The board makes its assessment in the light of the external examiner's points of view, and evaluates the summary and the defence of the thesis. The decision reflects the majority opinion.

### **DEGREE CERTIFICATE**

If you have satisfied the requirements for a PhD degree you will receive a certificate in Swedish and English. Normally this takes between two and four weeks.

### **PHD DEGREE CEREMONY**

When a student has obtained their PhD degree, they are invited to participate in an annual university-wide degree ceremony. At the ceremony, students are awarded the three insignia of learning: the ring, hat and diploma. Practical information about the ceremony can be obtained from the university's Award Ceremony Office.

### **LICENTIATE DEGREE REQUIREMENTS**

A licentiate degree requires you to have passed all parts of the programme required for this degree under the terms established in the subject's study plan. This means that you must have passed all compulsory courses of the PhD programme, and a licentiate thesis should be approved and defended orally at a public seminar.

For a Licentiate degree in Medical Science the norm is that the student has written at least one research manuscript as well as a short introductory chapter. The doctoral student is to be the sole first author of the manuscript. The manuscript(s) are to carry academic weight and be structured in the form of a research article, be in publishable condition and contain an indication of the journal in which the manuscript can potentially be published.

For more information, visit:

[www.med.lu.se/phd/licentiate](http://www.med.lu.se/phd/licentiate)

# Practical information – employment and professional resources

## Terms of employment

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For a PhD student to be appointed, his or her income must be ensured for the whole period of study. PhD students can be financed in the following ways at the Faculty of Medicine:

- A doctoral studentship with employment at the university
- An external scholarship
- External employment (usually at the university hospital, Region Skåne)

The terms of your employment differ depending on which financing form you fall under.

### EMPLOYMENT AS PHD STUDENT

Students admitted to full-time PhD studies must be appointed to a doctoral studentship at the time of admission, with the exception for students who have an external scholarship.

A doctoral studentship can only be offered as a full-time appointment. The appointment is for one year at a time, and as a rule not beyond the end of the calendar half-year in which the student obtains his or her degree.

Holders of doctoral studentships must devote most of their time to postgraduate studies and research, but may to a limited extent (not exceeding 20%) work with teaching, other research and administration. A doctoral studentship carries the same social benefits as other university positions.

Regarding illness, the following applies:

#### *Short term illness*

- day 1: “qualifying day”, 100% deduction from salary
- day 2–14: 80% of normal salary is paid
- You need a doctor’s certificate as of day 8

#### *Long term illness*

After 14 days of illness, the regional social insurance office (Försäkringskassan) assumes responsibility for sick pay. Sick pay is based on the income reported to the social insurance office.

Regarding annual leave, the following applies:

- annual leave entitlement according to local agreement
- 28 days leave up to and including the year you turn 29
- 31 days leave from the year you turn 30
- 35 days from the year you turn 40

The amount of leave is set automatically by the Salary Office and should be taken during the appointment period of the doctoral studentship.

For parental leave, the following applies:

- Must have taken up doctoral studentship before the birth
- At least 240 days work on a doctoral studentship to obtain full compensation
- in other cases, 180 days parental leave at the lowest allowance rate before full parental allowance can be awarded
- important to apply for leave from the doctoral studentship in order to obtain an extension of the study period

The HR officer at your department can help with questions about annual leave, parental leave and illness.

#### PHD STUDENTS WITH EXTERNAL SCHOLARSHIPS

Scholarships do not provide the same type of benefits that apply to university employees. However, scholarship holders in PhD studies are covered by a special statutory insurance, which offers compensation for illness and parental leave under the same terms as employees. This is a university-wide agreement, but premiums for individual PhD students are paid by the departments.

#### PHD STUDENTS WITH AN EXTERNAL EMPLOYER

At the Faculty of Medicine, almost two thirds of all PhD students are part-time students employed by Region Skåne who combine PhD studies with clinical practice. The employer, Region Skåne, certifies at admission that the PhD student will have the time and resources to complete the PhD program within an 8-year period.

Regarding details on sick leave, vacation etc, contact the HR department at Region Skåne.

## Funding

### TEMPORARY DOCTORAL STUDENTSHIPS (“DOKTORANDMÅNADER”)

The faculty funds temporary doctoral studentships for students who have completed their half-time review. The funding make up approximately 3 months’ salary and is transferred automatically to the main supervisor for doctoral students with an employment at the faculty. Doctoral students with an external employer can apply for this funding jointly with your supervisor after the half-time review. The funding is announced in the beginning of each year.

### TRAVEL GRANTS

Each semester, the Research Studies Board awards grants funding travel costs for PhD students conducting studies at another university in Sweden or abroad. These funds are restricted to travel costs only, and are not for accommodation or other expenses. They are announced three times a year, in early January, May and September. The maximum amount awarded per student is SEK 12,000.

### SCHOLARSHIPS

Lund University has a scholarship website where you can find information about available grants from Lund University and other scholarship funds:

[www.med.lu.se/grants\\_scholarships](http://www.med.lu.se/grants_scholarships)



## Resources

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### EMAIL LISTS AND INTRAMED

As a PhD student, you should be on the PhD students' mailing list to receive updates about course vacancies, travel grants and study funding. With your electronic study plan you are automatically added to the mailing list the first time you log in. You will also be added to the faculty-wide e-bulletin mailing list.

Intramed is the faculty's internal website. It contains all the information you need about the PhD programme and other aspects of your daily work.

[www.med.lu.se/phd\\_students\\_supervisors](http://www.med.lu.se/phd_students_supervisors)

### MAHARA – WEB TOOL FOR THE PORTFOLIO

Mahara is a web tool for your Portfolio and can be accessed with your LUCAT-ID at [portfolio.med.lu.se](http://portfolio.med.lu.se)

### LUCAT

LUCAT is Lund University's directory of staff and units. Registration in LUCAT gives you an email address and password that you need in order to access various university tools and services. When you are admitted as a PhD student, you should contact the person responsible for LUCAT at your department in order to ensure that you get a LUCAT identity set up.

### LIBRARY AND ICT

Library and ICT staff are available to provide support for researchers and PhD students in their work. This includes help with various aspects of scientific communication – from information searching to publishing research results. The Library offers a number of courses in information management and can assist with issues concerning publication and the thesis process. The contact librarian for researchers and PhD students is:

Yvonne Hultman

Özek Phone: 046-222 33 29

Email: [Yvonne.Hultman\\_Ozek@med.lu.se](mailto:Yvonne.Hultman_Ozek@med.lu.se)

### INTERNATIONAL OFFICE

if you want help transferring part of your PhD studies abroad, or have other questions regarding stays abroad, you can contact the faculty's International Office.

[www.med.lu.se/phd\\_international\\_office](http://www.med.lu.se/phd_international_office)

### COUNCIL OF DOCTORAL STUDENTS IN MEDICINE

The Council of Doctoral Students in Medicine (MDR) is the part of Lund University's Doctoral Students' Union that represents the interests of PhD students on boards and committees at the Faculty of Medicine. You can find contact details for the Chair and other members on their website:

[www.med.lu.se/phd\\_mdr](http://www.med.lu.se/phd_mdr)

### LUND UNIVERSITY DOCTORAL STUDENTS' UNION AND PHD OMBUDSMAN

The university also has a central doctoral students' union and an ombudsman who can act as a mediator between PhD students and their departments if necessary.

Lund University's Doctoral Students' Union

[www.ldk.lu.se](http://www.ldk.lu.se)

PhD Ombudsman

[www.ldk.lu.se/domb/](http://www.ldk.lu.se/domb/)

Email: [domb@ldk.lu.se](mailto:domb@ldk.lu.se)

### RESEARCH PORTAL

The Research Portal is Lund University's current research information system. It contains information about our researchers, research groups, projects, publications and activities. The information is displayed in an online research portal – searchable and accessible for everyone. All researchers, including PhD students, are expected to keep their personal profile page up to date. This is also where you upload your thesis.

[portal.research.lu.se](http://portal.research.lu.se)

### LIFE SCIENCE INFRASTRUCTURE AT LUND UNIVERSITY

At Lund University we offer excellent research infrastructure to support research in medicine, biology and biomedical engineering. With the help of e.g., bioimaging, mass spectrometry, registers, small molecules screening, synchrotron light at MAX IV, protein production & labelling, bioinformatics, metabolomics and genomics, our infrastructures provide the opportunity to study protein structure, molecular probes and drug design, system biology and molecular interactions in cells and tissues. For more information visit:

[www.medicine.lu.se/infrastructure](http://www.medicine.lu.se/infrastructure)

### SUPPORT AND ADVISE IN CASE OF CONFLICT

During research studies, differences of opinion can arise between supervisors and PhD students. These can sometimes develop into conflicts which, in the worst cases, become aggravated and have a negative impact on the PhD student, the supervisor and the project. It is therefore important to work preventively so that conflicts are avoided. The Research Studies Board has developed an action plan for PhD students and supervisors, with guidelines on how to manage any conflicts that may arise.

The action plan can be found on:

[www.med.lu.se/phd\\_conflict](http://www.med.lu.se/phd_conflict)

### OCCUPATIONAL HEALTH SERVICE

The Occupational Health Service acts as an independent resource for employers, staff and PhD students at Lund University. Anyone employed by Lund University can ask them for help with issues regarding the working environment, rehabilitation and work-related health problems. Consultation with the Occupational Health Service is free of charge and they are bound by professional secrecy. In cases where they believe that management needs to be informed or involved, they will not pass on any information without first obtaining the consent of the employee.

Find out more on their web pages:

<http://staff.lu.se/employment/work-environment-and-health/health-and-wellness/occupational-health-service>

Phone: 046-222 32 80



## Career Support

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### PROFESSIONAL DEVELOPMENT AND COACHING

Career planning should be regarded as a continuous process throughout your career, and an essential part of your PhD studies. The earlier you start thinking about your next step, the better. The Faculty of Medicine has a career coach who offers activities and information regarding career issues to PhD students, postdocs and other young researchers.

[www.med.lu.se/careerscentre](http://www.med.lu.se/careerscentre)

### WINGS (WOMEN IN GREAT SCIENCES)

WINGS is a network of researchers within the faculties of Medicine, Science and Engineering and related industries. PhD students and postdocs at these faculties are welcome to join.

The WINGS working group organises activities (lunch meetings, workshops and conferences) and distributes information of interest to the members of the network. WINGS advertises activities through its website, email list and social media. Find out how to join:

[www.wings.lu.se](http://www.wings.lu.se)

### TIME 2 TALK

time 2 Talk is a monthly lunch meeting for PhD students and postdocs. The lunches feature talks about professional development from a broad perspective. This is an excellent opportunity to meet peers from other research groups across the faculty, while enjoying a lunch sandwich.

[www.med.lu.se/time2talk](http://www.med.lu.se/time2talk)







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