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BMC F11
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Up to date information on the members of the Postgraduate Education Committee can be found on its home page:
http://www.med.lu.se/utbildning/utbildning_paa_forskarnivaa
Introduction

Welcome to the postgraduate study programme at the Faculty of Medicine, Lund University

... - a Faculty of Medicine that works to understand explains and improve our world and human health

With this handbook, the Faculty of Medicine would like to welcome you as a newly appointed doctoral student to several exciting years. At the Faculty of Medicine, you will find yourself in a stimulating environment surrounded by research that ranges over a broad field from experimental research to clinical research closely involving patients. To be a doctoral student in this Faculty also implies many opportunities for cooperation and interesting, stimulating meetings and scientific debates.

A characteristic of our postgraduate studies is that we are constantly working to maintain the high quality of our postgraduate study programme as well as our theses. The work of developing the programme is carried out by people at different levels who are involved in research and education. For us as a faculty to be successful, your commitment to the development work is also important and we welcome your involvement in committees and working groups as well.

To undertake and carry out postgraduate studies is a big investment both for you as a postgraduate student and for your supervisor and society. The interplay between you and your supervisor(s) is an important factor in the success of your endeavours. The driving force, however, lies with you as the postgraduate student. Your active interest and your ability to carry out your project are what will make your third-cycle studies a success. The postgraduate study programme will help you with the research instruments you require to become an independent researcher.

This handbook is to be considered as a complement to the postgraduate research studies’ home page, on which more detailed information can be found.

Good luck with your PhD-studies!

Stefan Hansson, Vice-Dean
**Post Graduate Studies at the Faculty of Medicine**

There are around 1000 registered doctoral students within the Faculty of Medicine in Lund. About 200 new doctoral students are registered every year and about 130 conclude their studies by obtaining their doctorate. Two thirds of them are part-time doctoral students, most of them within the clinical areas, and about one third are full-time doctoral students.

Third-cycle studies conclude with a doctoral degree equivalent to 240 higher education credits after 4 years of full-time study. As a stage in the progress towards the doctoral degree, a licentiate degree equivalent to 120 higher education credits is achieved after 2 years of full-time study.

**Aim of Post Graduate Studies**

Postgraduate studies are the highest level of education available at universities or colleges. The training prepares you for a continued career within academia or outside the university. The main goal of third-cycle medical education is to train researchers, supervisors, teachers and other staff who can promote the development of medicine, partly through their own discoveries and by critical review and introduction of new experiences and practices in health care.

**Action Plan for Quality Assurance in Post Graduate Studies**

The University has developed an action plan for quality assurance of Post Graduate studies 2011-2012. The Action Plan focuses on various priority sectors; among others systematic quality work, regular review of training, examinations, staff skills and learning environments.

**Rules and Regulations for Post Graduate Studies**

Postgraduate studies are governed at state level by the Higher Education Act (Högskolelagen) and Higher Education Ordinance (Högskoleförordningen), which set rules for what postgraduate studies should include. The Swedish National Agency for Higher Education (Högskoleverket) is the government's regulatory body. Each university and university college can decide on additional local rules and the faculty can in turn provide more detailed rules for post graduate studies. At the Faculty of Medicine, the Postgraduate Education Committee is the main entity responsible for decisions regarding the postgraduate programme.

According to the Higher Education Ordinance, the objectives for the doctoral student, 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.
For a degree of Licentiate, research 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.
The Faculty

The Faculty of Medicine is one of Lund University’s nine faculties. The Faculty of Medicine at Lund University consists of 6 departments in Lund/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 with the purpose of bringing researchers from different disciplines together.

Faculty Board

The Faculty Board is responsible for providing guidelines and making decisions pertaining to faculty operations. The Dean is the chair of the Faculty Board and the Pro-Dean is vice chair. The Faculty Board includes representatives of teachers, students, other staff and external members. A majority of the members are faculty teachers. The number of members is 15. The members consist of 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

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. The Faculty management currently has six vice-deans, including one with special responsibility for postgraduate studies. Representatives of the postgraduate students also participate in Faculty management meetings.

Postgraduate Education Committee

The Postgraduate Education Committee is headed by the vice-dean and has 7 permanent members, 4 of whom are teachers and 3 doctoral students, and also 7 deputy members. In addition, the Assistant Director and Research Administrator of Postgraduate Studies are co-opted for the meetings.

The task of the Postgraduate Education Committee is to assist the Faculty Board by handling questions concerning postgraduate studies at the Faculty of Medicine, including eligibility requirements for admission to postgraduate studies, financial assistance for postgraduate students and postgraduate courses. The Postgraduate Education Committee appoints ad hoc working groups on postgraduate matters. These ad hoc groups always include doctoral students.

Departments/Head of Postgraduate Studies

Every Department has a Deputy Head of Department (Head of Postgraduate Studies) with a specific responsibility for postgraduate studies. Their tasks include support for postgraduate 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 midway review and to be a link between the Postgraduate Education Committee and the departments in postgraduate issues. Under the heading Contact Information on the website you can find the current Deputy Heads of Department. Every department also has administrative staff responsible for postgraduate studies.

Postgraduate Studies Secretariat

The Postgraduate Studies Secretariat, which is part of the Faculty Office, handles the administrative part of postgraduate studies and executes the decisions taken in the Postgraduate Education Committee. The Secretariat administers admissions, courses, thesis defences, travel grants, doctoral studentships, summer stipends, etc. The Secretariat is also responsible for information, the website, consultation responses, financial reviews and issues concerning postgraduate studies.
From Admission to Public Defence of your Thesis

Post graduate studies at the Faculty of Medicine include four or two years of full-time study. Four years of full-time study (240 credits) lead to a Ph.D. Two years of full-time study lead to a Licentiate degree (120 credits). If you are admitted to part-time study, the maximum duration is 8 years. In exceptional cases, the time period could, for various reasons, be shorter or longer than the stipulated time. In such cases, supervisors have to submit valid reasons in writing, whereupon the Postgraduate Education Committee decides.

Timeframe for Postgraduate Studies

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<th>Phases during Postgraduate studies</th>
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<td>Admission</td>
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<td>Compulsory courses</td>
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<td>120 hp</td>
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<td>Certificate from the supervisor to the HR officer</td>
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<td>Year 2</td>
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<tr>
<td>180 hp</td>
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<td>Examination</td>
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<td>Year 3</td>
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<td>Year 4</td>
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<tr>
<td>Part time studies are allowed to carry on during 8 years</td>
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Admission

Admission to postgraduate studies at the Faculty of Medicine takes place throughout the year. The Postgraduate Education Committee decides on PhD projects and admission of postgraduate students. Decisions on admissions are made by the Postgraduate Education Committee upon recommendation from the Head of Postgraduate Studies/Department.

According to the prevailing regulations in Sweden, each university must be able to guarantee supervision and financing of students for their whole period of study before admitting them to third-cycle studies. This means that sufficient resources must be available for them to complete their programme after 4 years of full-time or 8 years of part-time study. To be admitted to post graduate studies you have to fulfil both the
requirements for basic eligibility (i.e. admission to postgraduate studies) and special eligibility (i.e. admission to a specific postgraduate programme).

**Basic eligibility**

To meet the requirements for basic eligibility, applicants must have

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

**Special eligibility**

To meet the requirements for special eligibility, applicants must have

- at least 60 higher education credits within the subject area of third-cycle studies, including an independent project of at least 30 higher education credits of relevance to the subject area
- a degree of Master of Science in Medicine or be a Swedish registered doctor.

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.

**Postgraduate Study Subjects**

The Board of the Faculty of Medicine has stipulated certain subject areas within which postgraduate studies may be offered.

Postgraduate programmes are offered within five subject areas: Biomedicine, Public Health, Laboratory Medicine, Clinical Medicine and Health Sciences and their specialisations. Each subject area has a general study plan that regulates objectives, scope and content, eligibility, selection, admissions and financing, programme design and examinations.

**Individual Study Plan**

At admission, an individual study plan is established, as regulated by the Higher Education Ordinance. An individual study plan is a contract between the doctoral student and the supervisor concerning the content of the research studies and how they are to be pursued. The plan is intended to serve as a basis for student and supervisor in the ongoing process of the studies. It includes a summary of the scientific project, literature, courses, supervision and other resources that are required for the studies to be completed efficiently within the stated period. Third-cycle studies
are based on a mutual commitment by the faculty and the doctoral 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 doctoral student. Basic data for the individual study plan is retrieved from the PhD project plan. The supervisor and student supplement other data to the study plan in connection with admission. A web-based individual study plan is linked to the PhD project plan in connection with admission. An email is sent to students to inform them that they can log in to the database for individual study plans (www.individuellastudieplaner.med.lu.se) with their LUCAT ID.

The individual study plan is to be updated progressively during the course of your studies. Under the terms of the Higher Education Ordinance, the individual study plan must be followed up and updated at least once a year and be signed by the doctoral student, main supervisor and assistant supervisor, and then archived at the department or by the PhD-student. A note on the updated study plan should be made in LADOK by the course secretary or equivalent.

**Supervision**

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

The degree of supervision must be such that students are guaranteed regularly scheduled consultation with their supervisors for the discussion of matters pertaining to their studies. Apart from this, however, very little is specified with regard to the extent or type of supervision.

Doctoral students must have both a main supervisor and at least one assistant supervisor. According to a decision of the Vice-Chancellor of Lund University, all supervisors of postgraduate research must have completed approved supervisor training.

The main supervisor's role and mission are clearly regulated and are available on our website. Among other things, supervisors should support and encourage the student in the research and monitor that the research studies are progressing in a satisfactory manner. The number of hours of supervision is not regulated; it should, however, be included in the individual study plan under the heading "Plan for supervision" where the schedule of supervision and its contents should be stated. An average is about once a week. It is important for the supervisor to discuss the doctoral student's aspirations at an early stage, thus providing support for career planning after the defence of the thesis.

The Postgraduate Education Committee makes the formal decision on the supervisor and assistant supervisor at the time of admission. From 1 January 2007, the main supervisor need not be a Reader (docent), provided that the assistant supervisor is a
Reader. The main supervisor must in these cases be principal for a three year project grant from a national / international funding body. The main supervisor should be active at Lund University, Skåne University Hospital, or have some other strong connection to the Faculty of Medicine. All supervisors must have obtained a doctorate and have undergone training in supervision.

Sometimes the contact between supervisor and doctoral student poses problems and could, from the student's point of view, be insufficient. Other problems may arise in connection with the supervisor temporarily or permanently residing elsewhere. In such situations, when a doctoral student judges the supervision to be unsatisfactory, he/she should contact the department’s Head of Postgraduate Studies, who could be of service with advice and counsel. Under the Higher Education Ordinance you are entitled to a change of supervisor. Requests for a change of supervisor should be sent to the Postgraduate Studies Secretariat.

**Compulsory Postgraduate Courses**

To ensure that doctoral students receive the research tools needed for their studies the Faculty offers a number of courses.

For doctoral students admitted from 1 January 2012, a basic package of courses is compulsory, in total 20.5 higher education credits. In addition to the compulsory courses, you have to complete another elective course equivalent to 1.5 credits and complete a portfolio of 12 credits.

If you work with laboratory animals, the course "Laboratory Animal Science" is required. The Laboratory Animal Science course can replace the elective course of 1.5 credits and 1.5 credits in the portfolio. The compulsory courses should be completed before the midway review, i.e. during the first half of the postgraduate programme. The elective course can be completed after the midway review and the portfolio should be updated continuously throughout postgraduate training. Remember to apply for a course place as soon as possible.

If you are going to teach at undergraduate level, a foundation 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. [http://www.med.lu.se/utbildning/medcul](http://www.med.lu.se/utbildning/medcul)

**Compulsory Courses**

Introduction to post graduate studies at the Faculty of Medicine *(1 credit)*
Scientific Communication *(1.5 credits)*
Research Ethics *(1.5 credits)*
Oral Communication *(1.5 credits)*
Statistical Methods in Medical Research *(1.5 credits)* or SPSS-based Biostatistics *(1.5 credits)*
Laboratory Animal Science *(3 credits)*, compulsory for all students using experimental animals in their research
Elective course (1.5 credits)
Portfolio (12 credits)

Elective Courses

Each semester, a number of elective courses are offered in various disciplines in both Swedish and English. Doctoral students also have the opportunity to attend elective courses at other institutions of higher education. Current courses available are announced on the website under Postgraduate Research Studies>Enrolled PhD student>Courses.

Portfolio

In addition to the courses, a portfolio is also mandatory since 1 June 2008. The portfolio serves as a basis for examination in postgraduate studies and its purpose is to provide a picture of the doctoral student's progress during the studies. The Portfolio is filled in continuously and must be accompanied by appendices containing reflections on the various training elements. In the midway review, the department’s Head of Postgraduate Studies surveys the progress of the portfolio documents. In connection to booking the public defence of the thesis, the portfolio should be completed and signed (by the Head of Postgraduate Studies, supervisors and the student) and attached. The faculty have introduced a web tool, Mahara, for the portfolio.

http://www.med.lu.se/utbildning/utbildning_paa_forskarnivaa/forskarutbildningskurser/portfolio_comprehensive_generic_skills

Midway Review

The aim of the midway review is for the supervisor and the postgraduate student to evaluate the project in terms of what has been accomplished and to ensure that progress is being made in accordance with the individual study plan that was drawn up when the student was admitted to postgraduate studies.

All postgraduate students have to do a midway review. Before the midway review, you should have completed and passed all compulsory courses (excluding portfolio and elective course, see above). The midway review can be replaced by a licentiate degree.

The supervisor takes the initiative for the midway review, which is in the form of a public seminar followed by discussion. Two external reviewers are appointed. These should be qualified researchers unconnected to the project, supervisor or postgraduate student. The postgraduate student writes a brief description of the project and attaches any manuscripts / reprints.

After the seminar a private discussion follows between the postgraduate student, all supervisors and 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. A certificate is issued after completion of the midway review and signed by all supervisors, the Head of Postgraduate Studies and the postgraduate student and submitted to the Postgraduate Studies Secretariat. The midway review should be conducted when half the time of the postgraduate programme has been completed.

**Before the Public Defence**

As a doctoral student you have the primary responsibility for preparations for the public defence.

More detailed instructions can be found on the postgraduate studies website: [http://www.med.lu.se/english/study/postgraduate_research_studies/enrolled_phd_student/doctoral_degrees](http://www.med.lu.se/english/study/postgraduate_research_studies/enrolled_phd_student/doctoral_degrees)

**Requirements for the Thesis**

Postgraduate studies imply that the papers included in the thesis must be completed during the training period. If there are previously published papers relevant to the research, these could be included, but should then only constitute less than half the number of papers in the thesis.

The thesis is to have its origin in the Faculty of Medicine. Papers in a composite thesis (a thesis consisting of a summary and papers) are to originate from a department or equivalent unit at Lund University. It is important that the articles specify the Faculty of Medicine and Lund University as author affiliation.

For PhD-students admitted from 1 of January 2012 there are new requirements of the thesis:

*"The norm for a compilation thesis is four articles. Of these, two articles are to have been published or accepted for publication, and one of these must feature the doctoral student as sole principal author. These articles are to have been accepted for publication or published during the period of research studies. A lesser number of articles can be accepted if the articles in question can be considered to be of very high quality or to contain important methodological developments implemented by the doctoral student, which should be clear from the main supervisor’s statement. Even when the thesis satisfies these formal requirements, the public defence of the thesis can be refused if it is not of sufficiently high quality. Any single article should not be included in more than two theses.”*

Systematic reviews (meta-analysis) may be included in the thesis. A requirement for such a paper is that new original data should be created.

The thesis must have been orally defended at a public defence. If warranted by exceptional circumstances, the Postgraduate Education Committee may allow the defence to proceed even if the formal requirements above are not met.
The publication of articles in internationally recognised scientific journals means that the quality has already been scrutinised; the Postgraduate Education Committee therefore considers composite theses to be preferable to monographs.
In addition to the requirements for the thesis, the following must also be completed before its public defence:

- Passed compulsory courses
- Passed midway review
- Passed examination of the literature and courses given in the general study plan for the subject and in the individual study plan, active participation in seminars and conferences
- A completed portfolio

**Timetable for Public Defence**

Before the public defence of the thesis, some preparation must be done. To facilitate the process, there is information designed for the purpose on the website. Well in advance of the time intended for the defence, the doctoral student should book a day and time for the defence on the Faculty's website and will then receive booking confirmation by email together with information on the public defence process.

The application for a public defence signed by the Head of Department must be received by the Postgraduate Education Committee at least 3 months before the planned date of the defence. The Chair of the Postgraduate Education Committee appoints the external reviewer, the chair for the defence and the members and substitutes of the grading committee.

The members of the grading committee 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 doctoral degree. The Head of Postgraduate Studies then writes a statement that the preliminary assessment has been carried out.

Three weeks before the public defence, an announcement is made through the calendar on the website and an electronic announcement (called “spikning”, or nailing) is made by the student on the University Library's website. 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.

**Important dates:**

<table>
<thead>
<tr>
<th>Application</th>
<th>3 months before the planned date of the defence</th>
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<tbody>
<tr>
<td>Printing</td>
<td>Approx. 6 weeks before the planned date of the defence</td>
</tr>
<tr>
<td>Announcement</td>
<td>3 weeks before the planned date of the defence</td>
</tr>
</tbody>
</table>
**Degree Certificate**

Students having satisfied the requirements for a doctoral degree will obtain a certificate in Swedish and English. Normally this will take between 2 and 4 weeks.

**Doctoral Degree Ceremony**

Those who have obtained a doctorate during an academic year are invited to participate in the annual award ceremony of Lund University. At the ceremony, the insignia of learning are awarded: the ring, hat and diploma. Further information on the practicalities of the ceremony can be obtained from the Award Ceremony Office of the University [http://www.lu.se/o.o.i.s/13485](http://www.lu.se/o.o.i.s/13485)

The Award Ceremony Office sends out enquiries to all those who have obtained their doctorates (or who intend to do so) during the academic year to determine their interest in participating in the award ceremony. Detailed information covering all aspects of the award ceremony is sent to those who have registered their intention to participate.
Funding and Labour Law Issues

Funding

Students admitted to full-time post-graduate studies must be appointed to a doctoral studentship at the time of admission, with the exception for students who have an external scholarship. This is stipulated in the Higher Education Ordinance and applies to doctoral candidates admitted to postgraduate studies after 1 April 1998.

In 2011 new rules concerning Doctoral grant and Doctoral studentship has been decided. Lund University has decided that after 31st of December 2012 Doctoral grants are no longer aloud as a way of funding PhD-students. As from 1 of January 2013, all PhD-students should be appointed to a Doctoral studentship.

Doctoral Studentship

The starting salary for a doctoral studentship is currently (2013) 23,500 monthly, 24,900 monthly after midway review and 26,300 monthly after 180 higher education credits have been completed.

A doctoral studentship can be offered only 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 doctorate.

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 posts.

Temporary Doctoral Studentship: (“Doktorandumnader”)

Currently the faculty finances temporary doctoral studentships, intended for students in the later stage of their postgraduate studies, approximately 5-6 months of salary. This funding is applied for by the student and supervisor together on a special template after completion of the midway review. The temporary doctoral studentships are advertised twice a year on the faculty webpage, in the spring and in the autumn.

Travel grants

Every semester, the Postgraduate Education Committee awards grants financing travel costs for postgraduate students conducting third-cycle 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 advertised three times a year, in early January, May and September. The maximum award per student and on each occasion is SEK 10,000.
Scholarships

Lund University has a scholarship website where you can find information about available grants from Lund University and other scholarship funds. http://portal.adm.lu.se/portlets/stipendier/

Illness

For postgraduate students on a doctoral studentship, the following applies:

Short term illness
  - day 1  ”qualifying day”, 100% deduction from salary
  - day 8  from day 8, a doctor’s certificate should be submitted

Long term illness

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

Annual leave

For postgraduate students on a doctoral studentship:

  - annual leave entitlement according to local agreement
  - up to and including the year a person turns 29: 28 days’ paid leave
  - up to and including the year a person turns 30: 31 days’ paid leave
  - up to and including the year a person turns 40: 35 days’ paid leave

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

Parental leave

For postgraduate students on a doctoral studentship:

  - must have taken up their doctoral studentship before giving 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.

Please consult with your personnel officer at the department on matters relating to vacations, parental leave and illness
Resources

Email address lists and homepages

As a doctoral student you should be on the doctoral students’ emailing list. If you have an electronic study plan you are automatically connected to the emailing list the first time you log in. Up-to-date information is put out through the emailing list, such as announcements of vacancies on courses, travel grants and study funding. Postgraduate studies have their own home page containing relevant news, contact information, forms and regulations. http://www.med.lu.se/english/study/postgraduate_research_studies

Mahara – webbtool for the portfolio

Mahara is a webbtool for your portfolio and can be accessed with you LUCAT-id at https://portfolio.med.lu.se/

LUCAT

LUCAT is Lund University’s directory of staff and units, owned by the University, with the university’s central IT office (LDC) ultimately responsible for running it. A registration in LUCAT generates an email address and makes an identity and password available, which are necessary to access certain services and functions that the University offers. When you are admitted as a doctoral student, you should contact the person responsible for LUCAT in your department in order to ensure that you get a LUCAT identity set up.

Library and ICT

One of the tasks of the Library and ICT is to support researchers and postgraduate students in their work. The support includes the various aspects of scientific communication – from information searching to the publishing of research results. The Library offers various courses in information management and can assist with various issues concerning publication and the thesis process. The contact librarian for researchers and doctoral students is Yvonne Hultman Özek, tel: 040-391507 Email: Yvonne.Hultman_Ozek@med.lu.se

Internationalisation

If you want help and support to transfer part of your postgraduate studies abroad, or you have other questions regarding stays abroad, you can contact the Faculty’s international division. www.med.lu.se/utbildning/studera_utomlands/internationella_avdelningen
The Council of Doctoral Students in Medicine

The Council of Doctoral Students in Medicine (MDR) is the part of Lund’s Doctoral Students’ Union which represents the interests of doctoral students in a series of boards and committees in the Faculty of Medicine. On their homepage you can find contact information for the chair and other members. http://www.ldk.lu.se/raaden/mdr

Lund central doctoral student’s union and “Doktorandombudsman”

The University also has central doctoral student’s union and an ombudsman for doctoral students who can act as a mediator between a doctoral student and his or her department if necessary.

Lund’s central doctoral students’ union: http://www.ldk.lu.se
Doktorandombudsman: http://www.ldk.lu.se/ombudsman
Email: domb@ldk.lu.se

Occupational Health Service and Student Health counselling

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

The Student Health counseling is available to all students at Lund University and Alnarp/Flyinge. The clinic has counselors, nurses, a physician, psychiatrist and psychologists.

Occupational Health Service
http://www5.lu.se/staff-pages/terms-of-employment/occupational-health-service
Phone: 046-222 32 80

Student Health counseling
http://www.lunduniversity.lu.se/current-students/student-health
Phone: 046 - 222 43 77