

Guide for PhD students at INES

WELCOME to the **INES PhD Administrative Guide**. More than thirty-five PhD students are currently conducting research here on a wide range of topics pertaining to the Earth's system. Both in terms of nationality (students from every continent except Antarctica) and research areas, we are incredibly diverse. We have a good mix of modelers, remote sensing experts, experimentalists, and field researchers working on all aspects of earth system science (land, ocean, and atmosphere).

This diversity of research perspectives and experiences provides conducive work environment for the us to work together and broaden their PhD project. For the smooth and continuous flow of research, the **INES PhD Administrative Guide** will solve most of the challenges related to administrative confusions and will save you valuable research time. You can find general information for Lund University employees at the Staff pages <https://www.staff.lu.se/>.

Shortcut to contact details

You can contact the respective responsible persons if you can't find an answer to your question in this document and linked resources.

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Canvas	Karin L	karin.larsson@nateko.lu.se	101 (GIS)
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Office spaces	Anna Maria	anna_maria.jonsson@nateko.lu.se	458
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PhD study director	Cecilia	cecilia.akselsson@nateko.lu.se	466
Caretaker (pigeon hole and parcels)	Ricki	ricki.olsson@cgbkansli.lu.se	134

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General INES information channels

SharePoint: <https://sharepoint.lu.se/sites/INES>

INES PhD website: <https://www.nateko.lu.se/education/post-graduate-studies/phd-studies-ines>

Teams: is a good resource for workgroups who wants to collaborate with chats, forum, file sharing, video conferences etc. (alternative to Zoom and Slack)

- Go <https://portal.office.com>
- To log in, write LUCAT-ID@lu.se

Canvas info page

You should have access to the course names “Postgraduate Studies at the Faculty of Science” in Canvas. This page is managed by the Faculty of Science and provides information on some common topics. If you don’t have access to this course or have questions, contact Aleksandra Popovic, Coordinator of Doctoral Studies at the Faculty. (aleksandra.Popovic@science.lu.se)

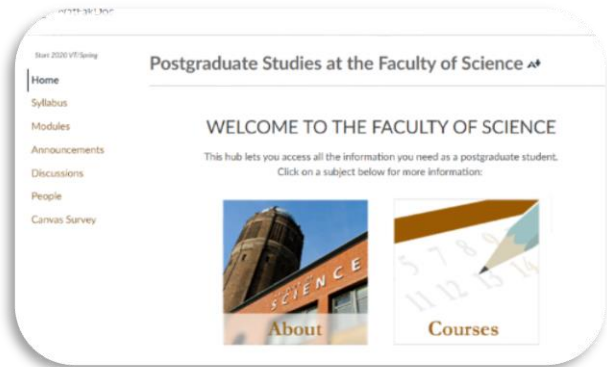


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1. Overview and checklist for new PhDs

This document aims to give a comprehensive overview of all you need to know as PhD student at INES. It is quite an extensive document and it might seem somewhat overwhelming to read through it all at once. Therefore, below a brief overview will be given of the most important things you should know about that are covered in this document.

Things you should consider doing

- ☐ Become a member of the trade union (2.1)
- ☐ Become a member of a-kassa (unemployment insurance) (2.2)
- ☐ Apply for a student discount card from Mecenat (5.1.1)
- ☐ Join the housing queue of AF Bostäder (**Error! Reference source not found.**)
- ☐ Get your LUCAT, computer and student account (0)
- ☐ Ensure authorisation for “Ekonomi” and “Infrastruktur” in Lupin (6.1.3)
- ☐ Make sure you can access “Postgraduate Studies at the Faculty of Science” in Canvas (6.3)
- ☐ Self-enrol on the “International Opportunities for doctoral students” Canvas “course” (6.3)
- ☐ Choose, and start using, a reference management system to keep track of literature (7.1.1)

Things you should know about

- ☐ You can get money for health promotion activities (2.5.1)
- ☐ You can get a reimbursement for healthcare and medication costs (2.5.2)
- ☐ You can get glasses for computer work (2.5.3)
- ☐ Each semester, you have to register for PhD studies in LADOK (6.2.1)
- ☐ You should take at least 20 days of vacation per year (6.5.3)
- ☐ You have a student allowance of SEK 20 000 (6.8)

2. Employment

2.1. Naturvetarna (Trade union for natural scientists)

Through the trade union for natural scientists (Naturvetarna, <https://www.naturvetarna.se/en>) you can receive guidance to further develop your career. They also negotiate collective agreements related to working conditions and wages. So as a member you gain some interesting benefits, whilst also contributing to the union’s work that affects all employees within the natural science sector. For PhD students the membership fee is currently (November 23, 2022) SEK 120 per month.

Contact with questions

Naturvetarna:

<https://www.naturvetarna.se/en>

2.2. Akademikernas a-kassa (Unemployment insurance)

If you become unemployed, for example after completing your PhD, you can apply for compensation. However, you won’t get that much: the maximum you can receive is SEK 510 per day. Members of a-kassa (<https://www.akademikernasakassa.se/en/>), on the other hand, can receive up to SEK 1200 per day. Note that as a member you have to pay the fee of SEK 130 per month for at least 12 months to be entitled to get the income-related unemployment benefit.

Contact with questions

Akademikernas a-kassa:

<https://www.akademikernasakassa.se/en/>

2.3. Skatteverket (Swedish Tax Agency)

General information

As a new employee, you receive information from the HR office regarding your social security number (personal number/samordningsnummer). For further information, you need to turn to Skatteverket directly.

Declaring taxes

Individuals living in Sweden are liable to pay income tax on all incomes. In some cases, individuals living abroad are also liable for income tax on some or all incomes. You can find information in English on Skatteverket's website. There is a short film with English subtitles describing the tax declaration process: <https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/declaringtaxesforindividuals.4.7be5268414bea064694c5df.html> Lund University is organising information seminars for international personnel during the tax declaration period sometimes; you will receive information about such events in advance.

How to declare income

The income tax return form is sent out in April to all those whom are registered with the Swedish Tax Agency as liable for income tax. It is important to verify the pre-printed information on your income tax return, and to make corrections, and to submit information on taxable incomes that have not been pre-printed. Such additional information can be needed regarding salaries or benefits and income from the sale of real property or of financial assets. This information needs to be correctly entered into the e-services or on your paper form before filing your income tax return.

Timeline example

The income tax return for the 2022 income year must be received by the Swedish Tax Agency by 2 May 2023 at the latest.

Contact with questions

Swedish Tax Agency (Skatteverket):

<https://www.skatteverket.se/servicelankar/otherlanguages/inenglish>

2.4. Migrationsverket (Swedish Migration Agency)

General information

As a new employee, you receive information from the HR office before starting your position. For further information, you need to turn to Swedish Migration Agency (Migrationsverket) directly.

Extending residence permit

If you have a residence permit and will continue studying after your permit expires, you must apply to extend it before your current permit expires. Apply no earlier than six months before your current permit expires. You can find detailed information on Migrationsverket's website regarding your or your family's application:

<https://www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Higher-education/Extend-a-residence-permit-for-doctoral-studies.html>

Study certificate

In some cases, you are asked to send in a study certificate along with your application - you can ask your supervisor to prepare this certificate for you.

Employment certificate

In some cases, you are asked to provide a proof of employment (i.e. applying for housing, loan), in this

case you can contact HR to receive an employment certificate. The employment certificate states the preliminary duration of your PhD studies (4 years from the start date), opposed to your employment contract that is issued and lengthened one year at a time.

Contact with questions	
Receiving an employment certificate: Christina Nilsson Human resources administrator christina.nilsson@cgbkansli.lu.se	Person/Case-specific information Swedish Migration Agency: https://www.migrationsverket.se/English/Startpage.html

2.5. Benefits

2.5.1. Health promotion and health promotion hour

All employees at Lund University are entitled a health promotion benefit of up to SEK 1870 per calendar year. This money can be used for various activities, for example for a gym membership. You can get the maximum of SEK 1870 if you work fulltime for at least six months during the calendar year. If you are employed for less than six months, the amount will be lower (SEK 1870 / 12 * number of months that you are employed).

In addition to the health promotion benefit, all employees are also entitled to a health promotion hour per week. This implies that, if you work full time, you can spend a total of 60 minutes on health promotion activities during working hours without any salary deductions.

Contact with questions
More information: https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/health-promotion-reimbursement

2.5.2. Reimbursement of healthcare and medication costs

You can get reimbursed for healthcare and medication expenses. The maximum amount you can get for healthcare appointments are given below.

	Max. amount
Doctor treatment	SEK 95
Dental care	SEK 95
Psychologist treatment	SEK 95
Physiotherapy	SEK 55
Hospital treatment	SEK 70 / day

For prescription medicines that are covered by the high-cost protection. High-cost protection means that you will never pay more than a certain amount (currently SEK 1200) for a 12-month period. You can get reimbursed for medication costs up until the maximum amount of the high-cost protection.

Reimbursements for healthcare and medication costs should be registered in Primula >> Compensation/Fees >> Healthcare and medicine. For more information about the procedure and what receipts/attachments you should include, see <https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/reimbursement-healthcare-and-medication-costs>

2.5.3. Glasses for computer work

If you think you might need glasses for computer work, you can book an appointment for an eyesight check-up and, if necessary, get glasses. You can book the eyesight check-up through the “glasses requisition” form in the invoicing system Proceedo (Lupin). Note that your manager has to approve the order, which might take some time. Don’t forget to bring a copy of the approved order when going to the appointment with the optician. If it turns out that you need glasses which are not included in the agreement that Lund University has, your manager has to approve the cost proposal that the optician will send.

Contact with questions

More information:

<https://www.staff.lu.se/employment/work-environment-and-health/glasses-computer-work>

2.6. Occupational Health Service

The Occupational Health Service at Lund University helps all employees and doctoral students with work-related medical (including both mental stress and physical illness), psychological, and ergonomic questions. It promotes healthy, well-functioning and enjoyable workplaces.

Occupational Health Service work under a **duty of confidentiality**.

2.6.1. Ergonomic advice

The Occupational Health Service also has physiotherapists and ergonomists who can help with your work environment and give you advice if you are having problems at work.

The physiotherapist/Ergonomist can help you with the following assessment:

- Assessment of physical function,
- Advice on physical activity and relaxation,
- Advice on aids and working technique,
- Advice on vision ergonomics,
- Testing office chairs,
- Sample treatments where appropriate and
- Starting of rehabilitation measures.

Booking an appointment

Only by appointment can you get a consultation from Occupational Health Service and is **free of cost** for all employees and doctoral students.

If you want to make an appointment, follow the following steps:

- Call the reception desk at [+46 46 222 32 80](tel:+46462223280)
- They will put you in touch with the right group of professionals for your case
- Professionals will call you on phone and will give you appointment.
- Visit professional on appointment date.

Reach out to following contacts if you have questions about your work environment, illnesses caused by work, or rehabilitation.

Contact with questions

E-mail

foretagshalsovardeen@fhv.lu.se

Postal address

Occupational Health Service

Lund University

Box 117, 221 00 Lund

[Occupational Health Service Staff's Contact](#)

Telephone

+46 46 222 32 80

Visiting address

Gerdagatan 9, Lund

[See Map Here](#)

2.7. INES Health and Safety Officer

Also, within the department we have Health and Safety officer. If you feel any kind of discomfort (Physical accidents, ergonomic problems, harassments, mental stress) happens due to work environment at work place please contact to the following person.

Health and safety officer work under a **duty of confidentiality**.

Contact with questions

Patrik Vestin

patrik.vestin@nateko.lu.se

3. Student influence

3.1. LDK

At Lund University, students at all levels can get involved in the work of the student union and use this to have a say in how their education is run or how they are treated. The Lund's Doctoral Student Union (LDK) is in charge of organizing the doctoral students at the University. Six other doctoral student unions at different faculties work under LDK.

- LDK organizes all doctoral students at Lund university and safeguards our interests and right toward the university.
- LDK also keep an eye on quality of the research education.
- Represent the doctoral students in boards meeting and committees at the university.

LDK is mostly organized by PhDs, if you are a member of LDK, you can represent students on the university's councils, boards, and committees. As a member of LDK, you are registered with "terminsrakningsforeningen," which means you get a student card and access to hundreds of benefits, such as discounts on public transportation (more info in section 5).

For more info visit <https://www.ldk.lu.se/>

3.2. DOMB

The Doctoral Student Ombudsman (DOMB) is there to help Lund University doctoral students who are having trouble with their third cycle studies. No matter how big or small your problem is, the DOMB will help you for **no extra charge**.

DOMB services range from providing information and advice to conducting investigations and serving as a liaison or representative in dealings with the university. You have the option of simply receiving information about your rights or of using the DOMB's assistance in filing a formal complaint with the appropriate authorities.

DOMB work under a **duty of confidentiality**

3.3. NDR

The Naturvetenskapliga Doktorandrdet (NDR) is one of six doctoral student unions under Lund's Doctoral Student Union. It is in charge of representing the doctoral students in the Faculty of Science. As a doctoral student representative, you are compensated for the time spent performing duties, so that your third cycle studies will not suffer as a result. For more information [click here](#).

3.4. Department Representatives

At departmental level, we have our own representation in the board meetings. Currently we have four position of main PhD Departmental representative, Deputy PhD Departmental representative and two additional PhD Departmental representatives.

4. Courses, graduate schools and grant opportunities

INES and Geology give a number of courses every year or every other year, whereas others are given more seldom.

4.1. Courses

Courses that are planned, or that have been given in recent years, are listed below. If you are interested in a specific course on the list, please contact the contact person. If you have an idea of a topic for a new course at the department, please contact the Director of studies **Cecilia Akselsson**.

Courses	ECTS	Contact person
Introduction course for PhD students at CGB (Mandatory)	3	Daniel Conley, Geology
General Physical Geography (Mandatory for those who did not study physical geography in graduation)	4.5	Janne Rinne
Problem analysis (Mandatory)	8	Supervisor
Midway seminar (Mandatory)	1.5	Supervisor
Introduction course for PhD students (Mandatory)	0.5	Faculty of Science
Research ethics (Mandatory , who joined in 2021 or later)	3	Faculty of Science
Teaching and learning in higher education (Mandatory for PhDs who teach)	3-4.5	Division for Higher Education Development
Applied remote sensing	3	Jonas Ardö
Global change in the arctic	7.5	Veiko Lehsten
Data management, data publication and citation	1.5	Harry Lankreijer
Storage and analysis of city models, and relationship to BIM	4	Lars Harrie
Physiological Plant Ecology	3	Anna Maria Jönsson
Geographic information science	5	Lars Harrie
Quaternary stratigraphy and glacial geology of Iceland	5	.
Data handling and analysis with MATLAB in Geoscience	3	.
Applications in laser ablation inductively coupled plasma mass spectrometry	3	.

Spatial Data Infrastructures (SDI)	5	Ali Mansourian
Global elemental cycles	3	Daniel Conley, Geology
Spatial analysis	5	Petter Pilesjö
From CO2 in-situ measurements to carbon balance maps	4	Maj-Lena Lindersson
How to take care of your data: Introduction to practical data management	2	Harry Lankreijer

For more information related to courses click on [INES link here](#).

There are many other courses that offered by different research schools (ClimBEco and COMPUTE) and other departments too and their links are listed below. Also, check out the monthly INES PhDs newsletter for courses, summer schools and conferences.

- [ClimBEco PhD courses | Centre for Environmental and Climate Science \(CEC\)](#)
- [Courses in higher education teaching and learning | Division for Higher Education Development](#)
- [Course catalogue - Kompetensportalen](#)
- [Training in higher education teaching and learning](#)
- [PhD courses in Denmark](#)
- [Faculty of Science](#)
- [Upcoming Courses | Compute](#)
- [Search for doctoral courses at SLU | Externwebben](#)
- [Courses outside SLU | Externwebben](#)
- [Gothenburg \(courses in GU\)](#)
- [Agenda 2030 PhD courses | Sustainability Forum](#)
- [Bolin Institute](#)

4.2. Research schools

Postgraduate research schools at Lund University provide unique interdisciplinary opportunities for doctoral students. There are many research schools in the university ([check here](#)) but some of the relevant and common research schools are listed below:

- **Agenda 2030 Graduate School**
Agenda 2030 Graduate School is a cutting-edge, interdisciplinary postgraduate research school for topics related to the Agenda 2030 and the United Nations' Sustainable Development Goals. For more information [click here](#).
- **ClimBEco**
ClimBEco stands for Climate, Biodiversity and Ecosystem services in a changing world. It is a two-year postgraduate research school that helps PhD students' network and learn about different fields of study. This helps to promote interdisciplinary research. For more information [click here](#).
- **COMPUTE**
The COMPUTE research school focuses on scientific discovery using computing. For more information [click here](#).

4.3. Credit registration

All course credits have to be registered in LADOK (see 6.2 LADOKLADOK). This is handled by the post graduate studies administrator by INES (Yvonne Kedström, email: yvonne.kedstrom@nateko.lu.se). However, the PhD student and the department representative (IR) need to provide information to the post graduate studies administrator in some cases. Also, they should follow up that the course credits have been registered in the yearly updates. The following rules apply for the different credit components:

PhD courses at Lund University

For courses with established syllabuses, there are specific examiners, and they will therefore do the course credit registration. The PhD student should check with the postgraduate studies administrator at the department that this has been done at the yearly ISP updates. The IR should, when reviewing the ISP every year, see so that this has been done by the PhD student.

Other courses (e.g. undergraduate courses or courses at other universities in Sweden or abroad)

The IR should be consulted before course start, approve that the PhD student may attend the course, and set the number of credits based on information about the course by e.g. the course coordinator. After course completion, the IR needs to write and sign a certificate, which is then handed in by the PhD student to the postgraduate studies administrator at INES for LADOK registration. When contacting Yvonne, don't forget to attach the course syllabus (if available), the number of credits suggested for the course and a course certificate signed by the course coordinator(s).

For other components that can give course credits (e.g. conferences and excursions)

The IR is responsible for approving the component as part of the courses, setting the number of credits and being the examiner. Before doing this, the IR should check the directives in the CGB study plan. After completion, the IR needs to write and sign a certificate, which is then handed in by the PhD student to the postgraduate studies administrator at INES for LADOK registration.

Problem analysis course and the Midway seminar

The IR is the examiner for these events, and needs to write and sign a certificate, that is then handed in by the PhD student to the postgraduate studies administrator at INES for LADOK registration.

Information derived from the INES PhD website under "Registration of course credits": <https://www.nateko.lu.se/education/post-graduate-studies/phd-studies-ines>

Additional information

If you can't find answers to your questions above, you can contact your departmental study administrator (contact information below) or consult the Staff pages. The LADOK Staff page offers additional information about LADOK (detailed instructions available in Swedish):

<https://www.staff.lu.se/research-and-education-0/education-support/study-administration/study-administration-systems/ladok/ladok-authorisation-and-support>

Contact with questions

INES Programme administrator:
Yvonne Kedström
yvonne.kedstrom@nateko.lu.se

4.4. Grants opportunities

The grant opportunities help Ph.D. students do their research better in a lot of ways. It gives Ph.D. students the chance to attend workshops, conferences, and courses where they can improve their skills,

build their networks, provides necessary research equipment and present their work to the scientific community. Here there are few grant opportunities are listed below. These are the most common grant applications.

The Royal Swedish Academy of Sciences

Doctoral students can get scholarships worth up to SEK 70,000 to study Geosciences, which includes geography. For info follow the link.

<https://www.kva.se/en/research-funding/scholarships/?>

The Royal Swedish Academy of Agriculture and Forestry:

KSLA distributes grants from several foundations that promote scientific research and development in the green sector. For info follow the link.

<https://www.ksla.se/utlysningar/anslag-stipendier/>

The Swedish Society for Anthropology and Geography

Up to four different times, grants can be awarded to Ph.D. students. Also, keep in mind that the SSAG mostly helps with fieldwork. Most stipends for Ph.D. students are between 20,000 and 50,000 SEK. For info follow the link.

<https://ssag.se/english/scholarships/>

The Royal Physiographic Society of Lund

This grant application came four times a year, and it gives money for travel related to research. Field and study visits to learn something new that doesn't exist in Lund are given priority, and the new method or technique that doesn't exist in Lund must be described in grant applications.

For travel to conferences, the Society has the following limit:

For travel within Europe, no more than 12,000 SEK

For travel to the United States, no more than 18,000 SEK

For transoceanic travel, no more than 24,000 SEK

<https://www.fysiografen.se/en/grants/grants-overview/resestipendier/yngre-forskare-doktorand/>

The Faculty of Science at Lund University

The faculty of Science also provide some travel and research grant for doctoral students. This grant came twice a year, in January and September.

<https://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants/faculty-travel-and-research-grants>

5. Life as a PhD student

5.1. Student discounts

5.1.1. Mecenat

As a PhD student at Lund University you can get access to hundreds of student discounts through Mecenat (<https://mecenat.com/>), for free! The website is in Swedish only, but the support section is available in English (<https://help.mecenat.com/hc/en-gb>). You can apply for a Mecenat card by creating an account with your (temporary) Swedish personal identity number. As a PhD student you should send in a registration certificate from LADOK. If you want to get discounts for public transport (e.g. Skånetrafiken) as well, you should make sure that the activity rate is shown on the certificate. Once your application has been approved, download the app to get your digital Mecenat card. If you want, you can also apply for a physical card. However, note that this card is not valid for the public transport discounts. Once you finished your studies, you will get access to Mecenat Alumni. Postdocs are not

entitled to a Mecenat card.

Contact with questions

Mecenat:

<https://mecenat.com/>

5.1.2. Studentkortet

You can get additional student discounts through Studentkortet (<https://www.studentkortet.se/>). There is a support section in English (<https://support.studentkortet.se/hc/sv/categories/115000405925-Information-in-English>), but the other parts of the website are in Swedish only. In contrast to Mecenat, you don't have to apply for Studentkortet. Instead you get the card if you pay for Studentlund (<https://www.studentlund.se/en/>). If you want to become a Studentlund member, you can apply for this through LDK (Lund's Doctoral Student Union). Just fill out the form (<https://www.ldk.lu.se/your-membership>) and pay the fee. Currently (November 23, 2022), the fee is SEK 150 (LDK) + SEK 220 (Studentlund) = SEK 370. If you only want to be part of LDK, then you can skip the Studentlund fee, but naturally you won't get the Studentkortet discounts. Also, being part of Studentlund makes it possible to join a nation, apply for housing from AF Bostäder and enjoy all of the student life that Lund has to offer.

Contact with questions

Studentkortet:

<https://www.studentkortet.se/>

Lund's Doctoral Student Union (LDK):

<https://www.ldk.lu.se/your-membership>

Studentlund:

<https://www.studentlund.se/en/>

5.2. Housing

AF Bostäder is the biggest provider of student housing in Lund and offers affordable prices (as opposed to renting from a private landlord). They offer both apartments and corridor rooms. They use a queue system where the date you joined the queue defines your ranking. After the booking period of an apartment/corridor room has closed, it is offered to the person with the best queue time. Note: expect a queue time of at least 1.5-3 years for an apartment. It is therefore a good idea to sign up as soon as possible. In order to be eligible of joining the queue, you should pay the Studentlund fee (see 5.1.2).

Contact with questions

AF Bostäder:

<https://afbostader.se/en/>

5.3. Social Activity

As mentioned in the introduction about the diversity in our PhD group. To create the conducive research environment among this diversity, it's very important to have a very cordial group. Social activities can make a place feel quite friendly. We do a lot of social things at INES too, like hiking, barbecuing, playing board games, sports like badminton, PhD fika every Wednesday, writing retreats, etc. If any PhD wants to socialize, they can ask other PhDs to do so by emailing and messaging them in the groups below.

- **INES PhD mailing groups**
phd@nateko.lu.se
- **INES PhDs**
<https://chat.whatsapp.com/CG18aD84W0384AhuYhCC0d>

- **Badminton INES**

<https://chat.whatsapp.com/LkjqrO0KYFjH1uYrkEAD8s>

We PhDs organize all of the social events on our own time. Feel free to organize these social activities. If you want to organize the Ph.D. Receptions while someone is defending their thesis follow the guidelines below, it requires more than four people for volunteer.

5.4. Guidelines for PhD receptions

Before defense day

What do we need?

- Beverages: 1 bottle of non-alcoholic and 1 bottle of alcoholic sparkling wine per 10 people - if nothing else is known, aim for 60 people (6 x non-alcoholic and 6 x alcoholic)
- Snacks: 3 types of chips, 3 types of nuts, and "salta pinnar" (the crispy pretzel-like sticks with salt crystals)
- 60 glasses: We do not discriminate at INES, neither when it comes to wine glasses, so as long as they have a stem, a bowl, and a foot, they're in!
- Bowls for snacks: take whatever you can find in the kitchen.
- The trolley for transporting everything back and forth.

Where are...

- The glasses?: in the store room next to the Cerebrus printer on 1st floor
- The snacks and drinks?: In this cupboard
- The bowls for snacks?: Usually in or on top of the first top cupboard next to the coffee machine is a good place to look - otherwise they may be in the dishwasher.
- The trolley: Next to this cupboard. If not: ask around.

How, when and where do we buy anything we need?

- How?: You borrow a credit card from Irma Habermann in Kansliet
- make sure to return the receipts with the credit card
- When?: No later than the day before the defense - make sure to put the wine in the fridge when you return to the department
- Where?: Systembolaget for drinks (yes, they also have nonalcoholic drinks) and whatever supermarket you find for snacks.

Try to find someone with a car to join (or book the department car), so you can buy extra. Then we do not have to go every single time there is a reception.

On defense day

Before the defense...

- Load everything, except the wine, onto the trolley

During the defense...

- Place yourself strategically, where you can escape without too much disturbance.
- Leave after the questioning by the opponent, before the committee discussion - usually around 11:45.
- Load the wine onto the trolley and drive to the venue
- Pangea: arrange glasses and snacks on the large oval table in the middle of the lobby outside the auditorium.
- Världen: Arrange the glasses on a rectangular table and the snacks on the round tables in the lobby outside Flygeln (room 128) - on your right-hand side after entering Geocentrum I from Geocentrum II main entrance
- Pour the wine 5-10 minutes before you think the defense is over, which is usually around 12.15-12.30

At the reception...

- Fill up snacks and glasses if necessary, and make sure there is always at least one open bottle of each type of wine.
- Make sure there are clean glasses with wine for the committee when they get back from making the decision, so they can make a toast to the new Doctor! (usually about 8-10 people).

After the reception...

- Collect everything, bring it to the kitchen in Geocentrum II 3rd floor and throw it in the dishwasher.
- Remember it is also your responsibility to take it out afterwards, and put them back in the boxes and into the cupboard next to this one
- Store unopened bottles and snacks in this cupboard until next time.

Well done!! You're off!

6. Administrative systems

6.1. IT resources

6.1.1. IT systems

You can find detailed information regarding the IT systems on the INES Share Point pages under *IT support*: <https://sharepoint.lu.se/sites/INES/IT/SitePages/Home.aspx>

Covered topics:

- General information for new employees:
<https://sharepoint.lu.se/sites/INES/IT/Miscellaneous/Information%20for%20new%20staff.aspx>
- Email handling
- IT accounts: LUCAT/Computer account
- Remote access: VPN (LU and INES specific), accessing common folders
- Installing software
- Video conference resources

Contact with questions

The IT Team at INES consists of Ricardo and Rafael, see their contact details below. You can contact them if you experience issues related to their respective tasks and you could not find information on the INES Share Point pages.

Ricardo Guillén

IT Technician

Takes care of first line support for staff and students.

ricardo.guillen@nateko.lu.se

+46 (0) 46 222 40 47

Rafael Przybyszewski

IT Manager

Nateko Domain account inquiry

Network, servers, second line support

rafael.przybyszewski@nateko.lu.se

+46 (0) 46 222 40 90

mobile: +46 (0) 709904001

6.1.2. Accounts

LUCAT

This is a directory for employees at Lund University. It stores information about employees, which is presented on various websites. The information in LUCAT is also used for other IT services and systems. Your LUCAT account is used for all university-wide services (username looking like "userid@lu.se" ex. ldc-yyy@lu.se or aa1234bb@lu.se). Once you are assigned a LUCAT account you can handle your account using Passport: <https://passport.lu.se/>.

Computer account

This account only works at our department, and is used for logging on to our computers, to access our department network resources, and for printing. It is sometimes referred to as your domain account, or Nateko account.

Student account

This account will have the same username as your LUCAT account does, but with an added -s ending. It can be used for your course registrations in Canvas. (see further information under the Canvas related question).

Contact with questions	
Account inquiry: Ricardo Guillén ricardo.guillen@nateko.lu.se	Computer account: Rafael Przybyszewski rafael.przybyszewski@nateko.lu.se

6.1.3. Zoom

As an employee at Lund University you have unlimited access to Zoom for online meetings. You should log in using your LUCAT credentials by visiting this website: <https://lu-se.zoom.us/>. In the top right corner, you can choose to schedule, join or host a meeting.

Contact with questions
LU Servicedesk: servicedesk@lu.se

6.1.4. Authorisation

Authorisation for different IT services (e.g. Proceedo/Lupin) and systems to which you need access is also controlled through LUCAT. More information: <https://www.staff.lu.se/lucat-lu-staff-and-affiliates>

Navigating to 1. My authorisations menu you can see your automatically granted (3.) and other (2. Applied for) authorisations. To apply for a new authorisation, click on 4. Apply for authorisation.

Lucat v2.2
Min sida ▸ Mina behörigheter

← Tillbaka till Personöversikten

Behörigheter

2. Applied for 3. Automatically granted

4. Apply for authorisation
Ansök om behörighet

1. My authorisations

Ansök Automatiskt tilldelade

Behörigheter till IT-tjänster

Status	Användarnamn	IT-tjänstgrupp	IT-tjänst	Behörighet	Ansökt datum
Behörigheter ej kopplade till enhet					
✓	ab1234cd @lu.se	Ekonomi	Lupin	Användare	2019-04-03 11:29:43
A (156311) INES					
✓	ab1234cd @lu.se	Infrastruktur	Resebokning	Resenär	2020-04-24 13:15:46

Then Select authorisation type (1.) and click on Fortsätt (2.) to continue to the next pop-up window. You need to select a service group (3.), service type (4.) and authorisation type (5.). If you are asked to specify a Lupin group number, you can use: 15631100. To send in the application click on “Ansök” (6.).

Ansök om behörighet

1. Select authorisation type (IT service)

Behörighetstyp
IT-tjänst
IT-tjänst
Forskningsprojekt

2. Click on "Fortsätt" (next) to the right

3. Select servicegroup

IT-tjänstgrupp
Ekonomi

4. Select service (e.g. Proceedo=Lupin)

IT-tjänst
Lupin

5. Select authorisation type (user)

Behörighet
Användare

6. Click on "Ansök" (apply) to the right

Avbryt Fortsätt

Contact with questions

Authorisation request:
Irma Habermann
irma.habermann@cgbkansli@lu.se

Authorisation request:
Ekaterina Lantz
ekaterina.lantz@cgbkansli.lu.se

6.2. LADOK

Ladok is Lund University's student portal for registering courses and credits for current and completed education. The Student Portal is an IT service where students can log in and perform several administrative tasks. You can register for a course or programme, register for exams, print a certificate of enrolment, and much more. You can log into Ladok via the following link, using your LUCAT ID and password for employees or your student (StiL) account:

<http://www.student.ladok.se> (Choose university -> Lund university)

If you do not have an official Swedish personal identity number (personnummer), you must use your student account. This also applies if you have a “samordningsnummer”. If you have applied for and received a Swedish identity number from the Swedish Tax Agency, please inform the Student Records Office at ladok@stu.lu.se.

6.2.1. Registration for PhD studies (each semester)

As a doctoral student, you will register for your research project in Ladok in the beginning of each semester. You also have to register for the courses you are taking. The registration period for your research project:

For the spring semester: 15 December – 31 January

For the autumn semester: 15 June – 31 August

Choose “Current education” and register on Doctoral thesis

6.2.2. Registering study activity and income details (each semester)

Lund University has to provide information about third cycle students’ (PhD students) study activity and income to the Swedish Statistical Agency (Statistikmyndigheten SCB). Each semester, you will receive a form to fill out from the INES Programme administrator, Yvonne Kedström. See the example below on how the form looks like. You have to fill in your study activity (full/part time) and income details (how is your semester financed). Please try and send it back to Yvonne in due time.

SCB **UKÄ** UNIVERSITETS KANSLERS ÄMBETET

ACTIVITY AND INCOME DETAILS FOR THIRD-CYCLE STUDENTS

Data for HEI reporting in Ladok
Fill in the form and hand it in to the department where you are registered and have been admitted as a research

Name		Civic registration no.
Street Address		Telephone
Zip Code	Postal Address	
Subject	Discontinuation of third-cycle studies or switch of subject, date	

YearSemester 1=Spring 2=Autumn	Activity in per cent	Employment, grants etc. (indicate percentages, total must always be 100 %)							
		Doctoral studentship	Other post at HEI	Doctoral grant	Externally employed third-cycle student	Medical post	Other post outside HEI	Stipend	Other
		DTJ	HTJ	UBB	FTG	USL	AUH	STP	ÖVR

6.3. Canvas

Canvas is a learning management system here at Lund University. In this new, modern and accessible digital learning and teaching environment students, teachers and administrators can communicate, collaborate and interact in various ways. You can log in to Canvas via: <http://canvas.education.lu.se/>. You can log into Canvas using your LUCAT ID.

Canvas as a student

Courses you are registered on and use the Canvas platform will appear under your courses menu. Note that as a PhD student you have two LUCAT accounts – one student and one employee account. Sometimes, you are registered to a course with your student account by the administration. In case you know you are registered to a course but can’t find it under your courses, test logging in with your other personal account. If you experience problems logging in contact the responsible persons for account inquiry, see Section 0.

Two “courses” you may find useful are “Postgraduate Studies at the Faculty of Science” and “International Opportunities for doctoral students”. If you don’t have access to the first one, you can send an email to aleksandra.Popovic@science.lu.se. For the other “course” you can self-enrol by searching for it on Courses (left pane menu) >> All courses >> Browse more courses.

Support

You can find courses and workshops available at the Workshop calendar: <https://www.education.lu.se/en/calendar>. Choose the category Canvas to see the current opportunities. There is a course in Canvas called Online vid LU, where you can find ample resources on how to use Canvas.

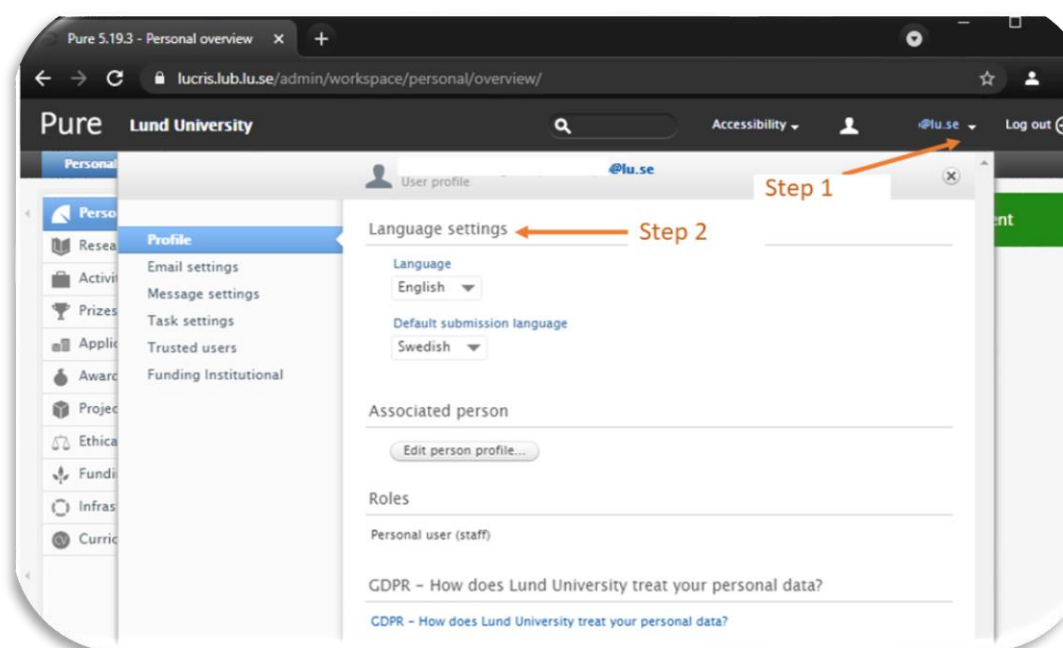
Contact with questions	
Canvas: canvas@education.lu.se	Karin Larsson Lecturer, project manager at INES karin.larsson@nateko.lu.se

6.4. LUCRIS

LUCRIS is Lund University’s Current Research Information System (CRIS). The research portal is the interface where external target groups such as colleagues from other universities, media and the general public can get a picture of the research conducted at Lund University. Spend some time to add a description of your research (including keywords) in your profile. You can add previous research outside LU as well, but you need to mark them as external research in that case. Present and highlight your research outputs and reuse them in a personal CV. Add projects, as your ongoing PhD-work, activities, seminar contributions etc.

https://www.staff.lu.se/sites/staff.lu.se/files/lucris_short_guide_for_doctoral_and_licentiate_students.pdf

You’ll find more technical guides when logged on to LUCRIS (in the right-hand corner). You can log into LUCRIS via <http://lucris.lu.se> using your LUCAT ID. You can change the language by clicking on the menu in the upper right corner, see the image below.



You can find general information about LUCRIS on the Staff Pages. There is even a video guide to help you get started: <https://www.staff.lu.se/research-and-education-0/research-support-0/lucris->

[research-information-system/help-and-support](https://www.staff.lu.se/sites/staff.lu.se/files/lucris_the_manual.pdf)

and

https://www.staff.lu.se/sites/staff.lu.se/files/lucris_the_manual.pdf

Editing your personal information in LUCRIS is fairly easy using the English manual above. You should:

- Register your PhD project as a project with a description
- Register pre-Lund publications (be careful to add mandatory keywords etc.)

6.4.1. Adding research to LUCRIS

You can add a new item with the green +Add content/ LÄGG till ny button to the right. You will be directed to a new window, where you can choose the type of contribution (activity, prize, article, project).

6.4.2. ORCID

Persistent identifiers (PID) are used to identify individual researchers and research output online. ORCID is an international researcher ID, used as an identification by many publishers and funders. ORCID provides a persistent digital identifier that you own and control, and that distinguishes you from every other researcher. For you, as a researcher, it is an easy way to make sure that your outcome is attributed to you and not anyone else's with the same or similar name. You will need an ORCID ID to create an account in Prisma, the joint application system for Forte, Formas, and the Swedish Research Council.

You can link your ORCID ID to your profile in the Lund University research database LUCRIS, which will automatically keep your ORCID ID updated.

[Register for an ORCID ID – orcid.org](https://orcid.org)

[How to link your ORCID ID and LUCRIS – staff.lu.se](https://staff.lu.se)

6.4.3. DOI (Digital Object Identifier)

A DOI is a persistent identifier used on digital networks, including digital material such as research articles and datasets. The International DOI Foundation (IDF) is the registration authority for DOIs.

[Search and find DOIs – doi.org](https://doi.org)

6.4.4. How to connect ORCID and LUCRIS

ORCID is an international researcher ID, used as an identification by many publisher and funders. For you, as researcher, it is an easy way to make sure that your outcome is attributed to you and not anyone else's with the same or similar name. You can also create a connection from LUCRIS to ORCID, allowing an automatic update of your ORCID profile. Shortly, you can connect your ORCID using Passport.

1. Log in to Passport with your LUCAT ID, at <https://passport.lu.se>
2. Scroll down and click on the box "I am user".
3. Choose "Tie ORCID with LU-account".
4. You will now come to a page with information about LU's membership in the ORCID consortium, at the bottom of the page you click on the button "Link ORCID to your LU account".
5. You will come to the login for ORCID. Log in if you have an ORCID, otherwise click "Register now" above the login, and follow the steps to register a new ORCID.

6. The connection to your LU identity is created when you approve it in this step and click “Authorize”.
7. You will now see a box confirming that the connection has been created.
8. It takes one night for LUCAT to sync over your ORCID to LUCRIS. Then choose whether you want to switch on the synchronization between LUCRIS and ORCID. If you do not want to make that connection, your profile in LUCRIS has at least been enriched with your ORCID.

You can find detailed information on how to connect LUCRIS and ORCID on: <https://www.staff.lu.se/research-and-education-0/research-support-0/lucris-research-information-system/entering-information/personal-profile/orcid>

Contact with questions	
Geolibrary: geobiblioteket@science.lu.se	LUCRIS support: servicedesk@lu.se
Geolibrary librarian: Britta Smångs britta.smangs@science.lu.se	

6.5. Primula

Currently, there is no English user guide to Primula, but the providing authority is preparing such a document and you will receive a notification when it is available to the public. Until then, you can see a description of some of the common issues below. If you can't find an answer to your problem, reach out to the respective contact persons or to Statens Servicecenter (National Government Service Centre) directly.

You can find the Swedish version of the user manual here:

https://portalen.statenssc.se/sp?id=kb_article&sys_id=b0a2a3c66c21a4182b11d3c68265a03ehe

Some of the main menu points are described in short below.

6.5.1. Income statement

Under the Income statement tab you could find your yearly reported income details registered at the tax agency (Skatteverket) until the end of 2018. From 2019 you can find these details on your monthly payslip. More recent income statements are reported to Skatteverket directly and can be reviewed under your personal pager at their website.

6.5.2. Wage statement (Payslip)

In this table you see your latest monthly wage statement. If you want to look at previous wage statements, you specify year and month (YYMM) and then click Fetch. If you want to print your wage statement, you click Create at the bottom of this page. (You can create the document in English by selecting Payslip from the drop-down window) A PDF document is then created, which you can download and print. You can use this payslip as a proof of your monthly income.

6.5.3. Vacation application

As stated in the Annual Leave Act, you are entitled at least 25 days of annual leave per year. As a result of collective agreements, employees in the public sector have more days off. The number of days of annual leave is determined by your age:

- Until you turn 30: 28 days

- From the year you turn 30: 31 days
- From the year you turn 40: 35 days

The most important thing to know for a PhD is that you need to take at least 20 days of vacation every year, and you can save a maximum of 30 days. However, when your employment ends it is expected that you have taken all of your vacation days (so the best is to take all of the vacation every year). It is important that you take your vacation (normally during summer) because we all need to recover.

Under the Vacation application menu, you can schedule and apply for your holiday. You simply need to select the desired period and click Add. When you finish you press Submit. The case is then automatically sent to your approver. If you create a case and regret it you click Delete to remove it. When you have completed and submitted your case you can follow it in My cases or on the Homepage. You will receive an email notification when your application is approved. Below the table you can see the days spent on holiday the current year (including scheduled days), your remaining days and your accumulated vacation days (saved from previous years).

Note that a PhD is not following the flextime agreement and needs to register vacation if you are free on squeeze days. Each year you will receive a reminder email from HR in March, which may look like this:

With the upcoming Easter and other holidays during the spring, here is a reminder that researchers, PhDs and TA staff must register their vacation. Please note that you also have to register vacation for "squeeze days" (day between a public holiday and weekend) if you are not working (this does not apply to TA staff that are covered by the flextime agreement). All employees, except those with teaching staff positions, need to register their holidays. PhD students who want all annual leave to be registered during summer can contact me if you need help with it and I can register it for you.

Remember that by law you must register at least 20 days of vacation per year and that you can't save more than 30 days per year.

Vacation must be approved by your supervisor/manager before you register in Primula web.

You can read more about the holidays here:

<https://www.staff.lu.se/employment/annual-leave-leave-of-absence-and-sick-leave/annual-leave>

Last date for registering the vacation days is ____.

6.5.4. Sick leave

You can find general information regarding the sick leave at the Swedish Social Insurance Agency (Försäkringskassan) website: <https://www.forsakringskassan.se/english/sick/employee/sickness-benefit>

General popular overview of the Swedish system: <https://www.thelocal.se/20180323/what-to-do-if-you-need-a-sick-day-in-sweden>

The first day of your sick leave and extent must be registered in the fields "from" and "extent" according to internal routine. In Primula, you can note the Start day and the Extent-. The first day you are reported sick is the so-called "qualifying day/unpaid waiting day" (karensdagen).

Sick part of a day

You (or your chief/administrator) report your sick leave by reporting "From", "Until" and "Extent". Extent can only be 25%, 50% or 75% (If you are sick longer than one day, your administrator needs to do two separate reports with two different extents. See below).

Sick leave more than 7 calendar days

If you are sick more than 7 calendar days, you have to send a medical certificate to your employer. The certificate is not to be sent to Statens Servicecenter.

Sick more than 14 calendar days

Statens Servicecenter reports the sick leave to the Swedish Social Insurance Agency (Försäkringskassan). You have to send your medical certificate to the Swedish Social Insurance Agency and a copy to your employer.

If there is no ongoing sick case

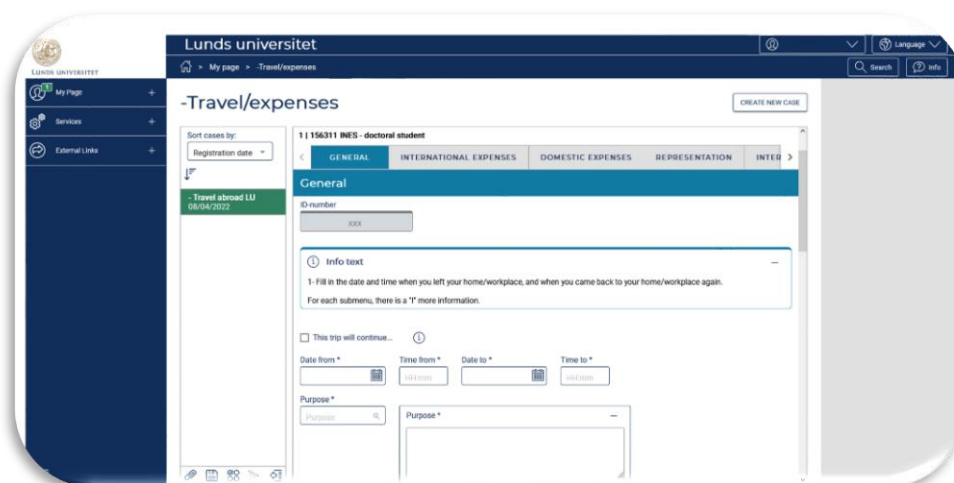
If no one has reported your first day of sick leave (you notice it because there is no ongoing sick case in this page), you can report the sick leave yourself with both "From" and "Until". The date you fill in under "Until" is the last day of your sick leave and not the first day you returned to work.

6.5.5. Parental leave

You can register your parental leave in Primula. There is a short description for each "Cause of leave" when you select them, that can help you.

6.5.6. Travel/Expenses

You can handle travel related reimbursement under the Travel/expenses menu. This menu has recently got a new look, but still has the same functionalities as before. You can select from Travel domestic LU (in Sweden), Travel abroad LU, LU Expenses/car allowance or Travel advance.

The screenshot shows the Lunds universitet Primula system interface. The top navigation bar includes the university logo, 'My page', and 'Travel/expenses'. The left sidebar contains 'My page', 'Services', and 'External links'. The main content area is titled '-Travel/expenses' and features a 'CREATE NEW CASE' button. Below this, there's a 'Sort cases by:' dropdown set to 'Registration date'. A list of cases is shown, with one selected: 'Travel abroad LU 18/04/2022'. The selected case is expanded, showing a 'General' tab. The 'General' tab contains an 'ID number' field with the value '1156311 INES - doctoral student'. Below this is an 'Info text' box with instructions: '1- Fill in the date and time when you left your home/workplace, and when you came back to your home/workplace again. For each submenu, there is a "I" more information.' Further down, there are fields for 'Date from', 'Time from', 'Date to', and 'Time to', each with a calendar icon. At the bottom, there are 'Purpose' fields with a search icon and a text area.

Travel domestic LU (in Sweden) or Travel abroad LU

Under the "General" tab you can specify the details of your trip as follows.

1. You need to add your departure and arrival countries with date and times and the purpose of your trip. You can add a new row by clicking on "+ New row".
2. Click on a/c coding to add the account details. Under cost centre select: 156311 INES. Choose the account to receive the reimbursement from (tip: search by last name). Select the area of activity (usually one option available).

Example of the a/c coding details window from Primula travel related expenses.

3. Tick the corresponding box if the trip is within 50 km from your home/work-destination.
4. Night subsistence allowance: Fill this section if you arranged private accommodation for yourself. Option if you do not have an invoice or alike to prove your overnight stay (120 SEK/night).
5. Click on Meals and fill out the specifications (note that the information text popping up after clicking on the question mark is in Swedish unfortunately). The text and figure below can help you navigate. Note that meals that are included during your transportation should not be accounted for. Free meals during a business trip are taxable, therefore you need to indicate them too. If you paid for all your meals yourself, click the slider button on the right hand side to "Yes".

In the table, tick all the meals you have been offered. According to the following:

a. "Without" meal benefit

Indicate meals here if they were included in a hotel stay, activity for personnel etc. that you did not pay for

b. "With" meal benefit

Other meals that often appear in connection with a travel might be if you go to a course or to a conference where meals are included. Those meals (normally lunch, dinner) would be with benefit.

c. Leave the boxes free for the occasions where you paid the meals yourself.

Meals ⓘ I have paid for all meals NO ☒ YES ☐ ⓘ

ⓘ Fyll i de måltider som du blivit bjuden på. select the meals you received free ⓘ

Meal benefit	Breakfast a.		Lunch a.		Dinner a.	
	b. Witho...	b. With	b. Witho...	b. With	b. Witho...	b. With
Tue, 19/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed, 20/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. Free meals included (e.g. in hotel)
b. Meals provided by someone else
c. Meals you payed: don't mark anything

The following expenses will be calculated based on the details of your trip:

Meal deduction: If you received free meals, your daily allowance will be decreased according to the table below.

Subsistence allowance	240 SEK	120 SEK	From day SEK
Breakfast	48 SEK	24 SEK	33 SEK
Lunch	84 SEK	42 SEK	59 SEK
Dinner	84 SEK	42 SEK	59 SEK

Food allowance: Meals you receive during a trip that you do not pay yourself are taxable. The Swedish Tax Agency determined the following amounts:

Breakfast	49 SEK
Lunch or Dinner	98 SEK
At least 3 meals	245 SEK

Subsistence allowance (tax free): During a business trip you have the right to receive a daily allowance (per-diem) that covers your increased living costs (e.g. accommodation, meals, smaller expenses). To be eligible for this, your trip needs to be longer than 1 day and not be in the vicinity of your usual workplace. The calculated sum daily allowance is shown in this box.

Salary supplements (taxable): You have the right to receive a salary supplement during your travels if your trip includes at least one overnight stay and your trip is not in the vicinity of your usual workplace.

Lower subsistence allowance: You can set a lower daily subsistence than calculated based on your travel details.

Specify other expense details

- i. International expenses
You can choose which type of expense you had (hotel, visa cost etc.). You can use the currency converter to add the correct exchange rate.
- ii. Expenses in Sweden
Choose the type of your expense and add the VAT.

- iii. Representation: not really relevant for PhDs.
 - iv. Interruption
If you have/had an interruption during your trip – e.g. if you had some days off or you do not want to receive allowance for a certain period - note it here. As a cause you can indicate Semester (vacation), Sjukdom (sickness) or Annan orsak (Other cause).
 - v. Car allowance
If you are/were travelling by a private car fill out this section.
6. Tick the box extra pay if you want your expenses paid in between the ordinary paydays.
 7. If you received a travel advance, you need to note it by clicking on the “Advance” button.
 8. Click “Calculate” to get the amount of the provisional payment.
 9. Check the details, save your case and print it using the “Outlays Appendix/print” button.

Expenses/Car allowance

In this form you can register expenses, that are not connected to a trip (e.g. course fee). Fill out the form with the details regarding your expenses, for reference see the above sections. Don't forget to attach the receipts of your expenses next to your case.

Travel advance

You can receive a travel advance to cover costs related to your trips before it occurs. You need to specify the reason to advance and the amount you wish to receive. When filling out a reimbursement form, you will need to indicate that you received a travel advance, so it can be subtracted from your provisional payment.

Submitting a case

When you filled out the relevant details for your travel expenses, you can navigate to the “Submit” tab. If wish to receive a payment before your next salary payment, tick the box “Extra pay”. Click “Calculate” to show the amount you'll be granted. If you are ready, print your case details and attach it to your eventual receipts. Note that you need to hand in your original receipts and/or bank records for the expenses you specified, and then send them to the economy department (CGB Kansli). They will go through your case and you will receive a notification when it is approved. Finally, click “Send case” to submit the case.

6.6. BCD Travel Sweden AB (Business travel platform)

BCD Travel Sweden AB is a business travel platform where you can book and manage your work-related trips. General information is available on the Staff pages: <https://www.staff.lu.se/support-and-tools/business-travel/how-book-trip>

With BCD Travel you can book trains within Sweden and both international and domestic plane tickets. When deciding on the means of travel, always consider the environment, safety and cost. Prior to logging in to the self-booking system for the first time or booking via customer service, you must register a customer profile at BCD Travel; please make sure to keep it updated.

In LUCAT, you find the entitlement under IT service group/Infrastructure – IT service/Travel booking, see Section 1.2. *Apply for authorisation*. In conjunction with the application, you must state which cost centre applies for the entitlement, i.e. the cost centre where you normally assign invoices for trips – INES cost centre: 156311. After approval by the relevant manager, the information will be transferred to the travel agency.

If you want to book international train or bus tickets, you can either pay for it yourself and select Expenses for reimbursement in Primula, or you can purchase the tickets via BCD's personal service

(call +46 8 505 461 12, between 08:00 and 17:00, or email: lu@bcdtravel.se). International train tickets can for example be purchased through SJ (powered by Omio): <https://sj.wl.omio.com/?locale=en-GB>. FlixBus is one of the leading companies providing bus tickets throughout Europe: <https://www.flixbus.se/>.

Contact with questions	
CGB Kansli, economist: Irma Habermann irma.habermann@cgbkansli.lu.se	CGB Kansli, economist: Ekaterina Lantz ekaterina.lantz@cgbkansli.lu.se

6.7. Kompetensportalen (Competence portal)

Kompetensportalen is a professional development portal that contains details of all internal courses coordinated by Human Resources. Log in with your LUCAT ID: <http://kompetensportalen.lu.se/>. You can find courses and in-house training for university staff in Kompetensportalen. You can access the course catalogue following the link in the “In English” section on the home page.

Applying for a course

If you find a course you want to attend to, you should always check with your supervisor so they can make sure this is a relevant course for you (doesn't matter if it is for free or not). If there is a fee, it is something you have to check with your supervisor when you ask them about above. Some supervisors might want to pay for some courses, otherwise all PhDs gets an amount of money that they can use for skills development, which could be for example a course like this). Important that you always ask your supervisor first.

Contact with questions	
Regarding course application, fees etc. Your supervisor	Technical questions regarding Kompetensportalen: servicedesk@lu.se

6.8. Proceedo (Lupin)

All purchases in the public sector are required by law to be invoiced electronically. This requirement is part of efforts to make public administration more efficient throughout the EU. Lupin/Proceedo is Lund University's electronic purchasing and invoice management system. In Lupin/Proceedo you will process purchasing and supplier invoices. All invoices are processed electronically. Detailed user guides for Proceedo are available via:

<https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management>

Creating an account

You can apply for authorisation in LUCAT, see Section 1.2. above. For help regarding authorisation, you can turn to the CGB Kansli (see contact below).

You can log in to Proceedo via lupin.adm.lu.se using your LUCAT ID (same ID as used for e.g. web-mail). Once you logged in to Proceedo you can access the different PDF guides by clicking on the relevant icons.



Each PhD student at INES has allocated an amount of 20 000 SEK for minor running costs. For details, see the PDF titled “Doctoral student allowance” at the INES post-graduate studies website: https://www.nateko.lu.se/sites/nateko.lu.se/files/doctoral_student_allowance_200207.pdf
To check the remaining amount on your personal PhD-money account (D-konto), you can contact the CGB Kansli, see contact details below.

Sample issue: Using the PhD student money for buying books in Proceedo

This example can also be applied when buying different things with the PhD money.

Steps:

1. Go to this website to log into Proceedo/Lupin: <https://www.ekonomiwebben.lu.se/mitt-arbete/system-och-manualer/lupin/kom-igang-i-lupin>
2. Log-in with your LU-credentials. If you don't have access to Proceedo, you can apply for access to it in LUCAT (see Section 1.2. for details)
3. Go to purchase and select the category of what you want to buy, e.g. books (With questions regarding books you can also turn to the Geolibriary). Open the web shop. Adlibris and Bokus work well for books. Search for and buy the stuff you want in the pop-up window.
4. Click on the shopping basket and then on “go to punchout” once you're done shopping.
5. Your goods are now in the Proceedo shopping basket. Click on it.
6. Fill in the required information:

- a. Aktivitet: “D-konto Lastname Firstname”
 - b. Funktion: Leave empty
 - c. Tillgång/Fin: Leave empty
 - d. Beskrivning: Write what you buy
7. On the next page, give your order a name and an internal comment (you should refer to Irma Habermann here).
 8. Click send requisition and you're done!

Contact with questions

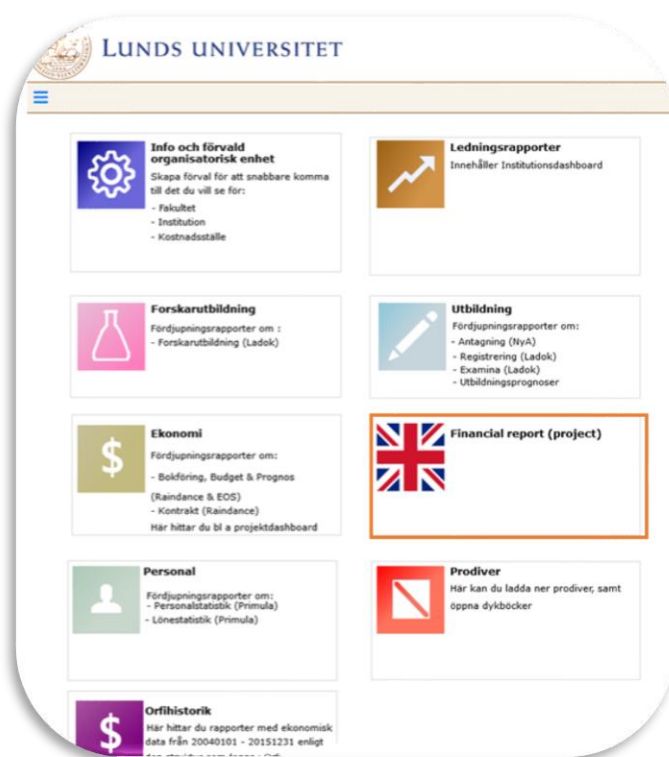
CGB Kansli, economist:
Irma Habermann
irma.habermann@cgbkansli.lu.se

CGB Kansli, economist:
Ekaterina Lantz
ekaterina.lantz@cgbkansli.lu.se

PhD allowance:
INES Programme administrator
Yvonne Kedström
Yvonne.kedstrom@nateko.lu.se

6.9. Kuben

Kuben is a tool for monitoring and analysis. Financial, employee and student data are available in Kuben. Kuben is a tool in which you can easily access a quick overview of the University's operations in numbers. The tool offers increased access to customised information based on need, which creates better decision support at various levels within the University. The main focus is on the departments' information needs. Information only in Swedish: <https://www.medarbetarwebben.lu.se/verksamhet-sutveckling-och-forandringsarbete/kuben-ett-verktyg-uppfoljning>. You can log in to Kuben using your LUCAT ID via (you might need to connect via VPN if working from home): <http://kuben.lu.se/>.



How is Kuben useful for PhD students?

In Kuben you can see all your projects, transactions that have happened on your PhD account and how much money you have left. To check how much money you have left from your doctoral student allowance, type your last name in the Activity status field, and select the “D-konto” record.

However, if you only have 1-2 projects/activities then it might be easier to contact your economist if you want to check how much PhD funds you have left for example. If you have more projects and/or want to be able to check their status, then Kuben is for you.

select project

My/all project: Alla projektgrupper

Project: Alla värden (1727)

Research group: Alla värden (960)

Project manager: Alla värden (2892)

Activity status: Aktiva aktiviteter

Cost center: Alla värden (705)

Faculty: Alla värden (14)

Departement: Alla värden (171)

Period Start: 2021-02

Period End: 2021-02

Activity: Alla värden (30580)

List boxes displaying a magnifying glass are searchable. Press delete to bring up a list of values.

den 12 februari 2021 14:36

Financial report (project)

	Outcome from project start	Outcome selected period
Income		
Grants	23 321 593 046	48 983 445
Grants for transfer	3 666 810 177	5 543 058
Revenue	309 201 677	-23 384
Government funding, co-funding	54 285 213 332	-460 000
Fees, commissions	9 541 002 519	24 312 904
Other external income	-2 288 642 804	55 482

← details about the chosen project

To search for the financial report for a project you can navigate to the INES cost center 156311 under the menu “Cost center”. The financial report records are clickable links, where you can get person-specific (sorted by last names) details on project economy. You can download the spreadsheet in Excel with the button on the left corner. Then you can easily search for your name (or for others). You can search back with the button “Bakåt”.

Contact with questions

CGB Kansli, economist:
Irma Habermann
irma.habermann@cgbkansli@lu.se

CGB Kansli, economist:
Ekaterina Lantz
ekaterina.lantz@cgbkansli.lu.se

6.10. Working in the lab

If your project involved lab work, you can discuss the details with your supervisor and the lab responsible, Marcin.

Contact with questions

Marcin Jackowicz-Korczynski
Research engineer
marcin.jackowicz-korczynski@nateko.lu.se
Telephone: +46 46 222 37 94
Mobile: +46 73 094 72 35

7. Thesis handling

When you have met all the formal requirements for postgraduate studies, i.e. have completed all your courses and written your thesis, you are ready to publicly defend your thesis. If you are aiming for a Licentiate degree instead, the public defence takes the form of a Departmental seminar.

On the Faculty of Sciences' internal website, you can find links to other resources: <https://www.science.lu.se/internal/research-and-education/postgraduate-studies/doctoratephd>

Linnéa Hellman
Administrative coordinator
linnea.hellman@science.lu.se

7.1. Writing your thesis

7.1.1. Take help of a Reference Management System

By using a reference management program, you can gather and organise the references that you need in your research process. You can easily download reference data from catalogues, databases and web pages and import it to Word or another word processing software. This allows you to instantly create complete references in your text as well as in your bibliography, in a citation style of your choice.

Faculty staff at Lund University can access EndNote, a licensed reference management system

- EndNote is available for your PC or Mac. More information is available in this [guide to End-Note](#).

The Geolibrary provide support and courses in these programs for employees.

The disadvantage with EndNote is that you will lose your license when you no longer work for Lund University. An alternative to EndNote is Zotero (<https://www.zotero.org/>), which is a free, powerful, open-source reference management tool.

Geolibrary:
britta.smangs@science.lu.se

7.1.2. How to format and deliver a print ready thesis as PDF

Information on the thesis format can be found on Media-Tryck's (the university's own printing and design agency) website: <https://www.mediatryck.lu.se/en/phd-students>. Here you can download a Word or LaTeX template for your thesis. Note that you will need to a serial title for the department, this you can get from the Geolibrary (they can also provide the Word template for you). In case you downloaded your template from Media-Tryck, you can consult with Gunilla Albertén, who will help you make sure your template includes the departmental serial title as well.

You have the opportunity to take a course titled "To format and deliver a print ready thesis as PDF" free of charge (the course details can be found in Kompetensportalen: <https://luvit.education.lu.se/Kompetensportalen/activities/ActivityDetails.aspx?inapp=1&id=1432>). The course is aimed at PhD student who are about to complete their dissertations for printing. During the course you will review how the template works, as well as how to load pictures, charts and other graphics. They can also answer questions regarding the printing process. The course takes between 1.5 to 2 hours.

Contact with questions

Geolibrary:
britta.smangs@science.lu.se

Questions about the template:
Template and Course Managers at Media-Tryck
Gunilla Albertén
gunilla.alberten@service.lu.se
or
Jonas Palm
Jonas.Palm@service.lu.se
Tel. 046-222 32 71

7.1.3. Compilation thesis

The doctoral thesis either takes the form of a single, cohesive research study (monograph) or a summary of research papers (compilation thesis), which the doctoral student has written alone or together with one or several other author(s). In addition to the research study, the thesis is to contain: A title page, which details the title, author, time and place for the public defence of the thesis, the faculty, subject and external reviewer. A template for the title page is available in MediaTryck's template for doctoral theses. This page is sometimes referred to as the "spikblad" (notification sheet) in Swedish. In the past, the title page was often included as a loose sheet in the doctoral thesis, but is now usually bound into the book. A document data sheet, which is to contain an abstract in English (included in the Media-Tryck thesis template, link further above). The document data sheet is often printed on the reverse of the title page. A popular science summary in Swedish/Norwegian/Danish or in English, for doctoral students who do not have a Scandinavian language as their first language. This summary is also to be entered into the database of Lund University publications. This is included after the abstract in English. A list of the works included. There is to be a list of the papers which, together, make up the compilation thesis. The title of each paper included is to be stated, along with all authors, listed in the order in which they appear in the printed papers, the name, volume, first and last pages and year of the relevant journal. For as yet unpublished works, include details of the journals to which they have been submitted and whether they have been accepted for publication. Information on the thesis author's contribution to the works included A thesis may contain contributions from several authors, but the individual contributions must be clearly distinguishable thanks to a list included in the thesis. In a monograph, this list is to specify the doctoral student's contribution to each significant new section (chapter) of the thesis. In a compilation thesis, the list is to clarify the doctoral student's contribution to each publication.

The author owns the copyright to the summarising introduction which can be made freely accessible. Access to other included publications will be determined by the agreements entered into with the respective publishers. Make sure to take care of this well in advance. LU has general agreements with the following publishers: IEEE, Elsevier, Cambridge University Press and Portland Press.

Submitted manuscripts

If the thesis includes unpublished or submitted manuscripts, only the comprehensive summary should be made open access in LUCRIS. Some publishers consider a manuscript as already published if it is made available electronically in a thesis and might not accept it for publication in their journals. There is an increase in journal publishers running plagiarism detection software which is causing problems when a paper is submitted to a journal based on a PhD thesis that is freely available in an institutional repository. Even where a journal publisher states that a thesis does not count as prior publication, the large degree of overlap between the submitted paper and the manuscript in the thesis as detected by the plagiarism software is causing papers to be rejected or returned. Once the submitted articles are published, and if you have permission from the publishers, you can make the complete thesis open access. Generally, articles entered in LUCRIS with the status "submitted" are not made visible because

it can compromise future publishing.

Published articles

Publishers usually allow articles to be included in the printed thesis. If the compilation thesis including the articles also can be made freely available digitally varies depending on the publisher's policy. The publisher's web pages provide information on permits for re-use of articles in a thesis, so it is always a good start to search directly with the publisher.

Lund University Library information link: <https://www.ub.lu.se/en/publish/doctoral-theses/register-and-publish-thesis>

7.1.4. Kappa (comprehensive summary)

The actual dissertation – the comprehensive summary (Swedish – kappan) – is a summary and synthesis of the individual chapters.

The goal of the summary is:

- To show breadth and depth of knowledge and understanding of the research field
- To show ability to place the research in a larger theoretical, scientific context
- To summarize the goal of the research project and the hypotheses/questions addressed
- To show familiarity with the methods and analytical tools used in the research field, and an assessment/evaluation of these
- To show ability to reflect on the role and limitations of the research

The summary should in primarily be a reflective discussion of one's own research results in relation to the research field as a whole, and be a scientific text that can stand alone without extensive copying of text from the chapters or by referring to text/figures in the chapters. The summary is the PhD students' own text and should be written by the PhD student and not be rewritten by advisors or another faculty. However, the latter may give comments and suggestions. Figures and tables from the original chapters can be included (with the agreement of potential journals), as well as new figures/tables. Note that the summary is a public document and publication, and this may affect future possibilities to publish data presented in the summary. The half-time report is typically an excellent basis for the summary. The summary is an important basis for the examination committee's evaluation of the quality of the theses and of how well the PhD student has reached the goals listed by the Higher Education Ordinance for a PhD degree. All advisors and the examiner must have read the summary before it is submitted for printing, to assure that it up to standard with the goals and guidelines above.

Contact with questions

Faculty of Science secretary:
Aleksandra Popovic
Phone: +46 46 222 41 27
aleksandra.popovic@science.lu.se

7.1.5. Register and publish your thesis

As a doctoral student at LU, you use LUCRIS to register your degree project and the thesis. The registration makes the thesis visible in LU's Research Portal and on the university's calendar for upcoming defences. When a thesis is registered, it should also be made freely available electronically in full text. Instructions and FAQ can be found at: <https://www.ub.lu.se/en/publish/doctoral-theses/register-and-publish-thesis>

Important points:

- Registering electronically: You need to register a digital copy of your thesis in LUCRIS– this is your electronic-nailing event. This is for archiving purposes so that the University Library and the author have access to the thesis.
- Obtain ISBN: International Student Book Number should be ordered directly from the Geolibrary.

You can find FAQ about the registration procedure in Lund University Libraries' website: <https://www.lub.lu.se/en/services-and-support/publishing-and-registering/registeringpublishing-lucris-researchers/doctoral-theses/faq-about-registration-procedure?q=services-support/publishing-registering/registeringpublishing-in-lucris-researchers/doctoral-theses/faq-about-the-registration-procedure>

Contact with questions

Faculty of Science secretary:
Aleksandra Popovic
Phone: +46 46 222 41 27
aleksandra.popovic@science.lu.se

7.1.6. Spikning

Electronic nailing

You need to register your thesis in LUCRIS. This “nailing” must take place at the faculty office no later than 24 days before the defence (if you are prevented to do this, please send us an email and we will try to find a solution).

Contact with questions

Administrative coordinator at Administration Office (Science):
Constance Holmbäck
constance.holmback@science.lu.se
Phone: +46 46 222 44 24

Physical nailing

Besides the registration in LUCRIS, there is a celebration event, which takes place in the Geolibrary. You will celebrate the end of your PhD by nailing your thesis to the thesis tree. When the time comes, you can decide on a fitting date and discuss it with the Geolibrary. The Geolibrary will announce the upcoming events in email.

Contact with questions

Geolibrary:
britta.smangs@science.lu.se

7.1.7. Booking a date for a thesis defence (Viva)

- Log in to the thesis defence system – <https://fukurser.lth.se/disputation/>
- State your LUCAT ID (do not add "@lu.se" to the user name).
- Fill in all the fields in the booking form and add the departmental representative as an administrator of your booking
- Click on "Book and mail".
- Inform the departmental representative that you have added him or her as an administrator of your booking.

Note: No processing takes place during these periods:

Summer time: Friday before midsummer until 15 August.

Winter time: 22 December - 5 January

7.1.8. Register and publish your thesis

Read more about how to register and publish your doctoral thesis in Section 6. Every doctoral student is to submit four complete copies of the doctoral thesis (one copy of licentiate thesis) to the University Library at Helgonabacken. Each copy of the doctoral thesis should contain a document data sheet. Additionally, you also need to submit 2 copies to the Geolibrary.

In short, you need to take:

- 4 copies to the University Library (UB)
- 2 copies to the Geolibrary
- 2 copies to the Science Faculty and the receipt received for your thesis submission at UB

7.1.9. Apply for a degree certificate

You need to file in an application form in LADOK: <https://www.lunduniversity.lu.se/current-students/academic-matters-and-support/apply-your-degree-certificate>

8. Publishing

8.1. Publish your research open access

When submitting research for publication, researchers have to identify trusted journals. At the same time all Lund University researchers, including doctoral students, have a special responsibility to publish open access.

8.2. Funding for publication fees

Lund University's policy is that all research should as far as possible be published open access. Lund University Libraries have agreements with several publishers to enable doctoral students and researchers of Lund University to publish open access without incurring additional fees.

[Search and find journals in the university open access fees agreement – scifree.se](#)

[Lund University open access fees agreements – ub.lu.se](#)

8.3. Financial support publishing in a journal

Doctoral students and researchers who publish open access in pure open access journals that meet the university's quality requirements can apply to the Lund University APC Fund for financial assistance paying the publication fees. Lund University's APC fund is managed by the University Library and currently comprises SEK 1.25 million per year. This support for publication fees in open access journals is distributed according to the principle "first come, first served" and covers 50 percent of the cost of an APC. Note that in cases where the publication takes place in collaboration with other higher education institutions, the fund only covers 50 percent of LU's cost and not 50 percent of the total cost. The fund does not cover extra costs for pages and colour images. Note that you need to be the corresponding author and that you have to use an LU e-mail address.

[How to identify a trusted open access journal – ub.lu.se](#)

[Lund University financial support for open access publishing – ub.lu.se](#)

8.4. Financial support from the book fund

Doctoral students and researchers who publish open access in edited volumes or as monographs that meet the university's quality requirements may apply to the Lund University book fund for financial

assistance paying the publication fees.

[Financial support from the Lund University book fund – lub.lu.se](http://lub.lu.se)

8.5. Distribution rights (licenses and copyright)

There are different levels of open access, which determine what end users can do with the publication. The basic level means it can be read online free of charge. Conditions for copying, sharing, and reuse are often specified in a Creative Commons licence (CC licence).

[About Creative Commons licences – creativecommons.org](http://creativecommons.org)

Journals and publishers often have their own policies on copyright and parallel publishing. Use the Sherpa Romeo database to find out what applies in each case or check the journal's or publisher's website. The Library of Science is ready to help you if you are uncertain.

[Search and find journal open access policies in Sherpa Romeo database](#)

Contact with questions	
Geolibrary: britta.smangs@science.lu.se	Education coordinator: Aleksandra Popovic aleksandra.popovic@science.lu.se

9. Research data

9.1. Research data management

Research data management is central to the research process and well thought out and planned management is a requirement for open research data. The correct managing and describing of research data is good scientific practice. There are several factors to bear in mind before, during, and after your research project.

9.2. What is research data?

Research data is any research material you create or gather for analysis for a scientific purpose. It takes many forms, ranging from experiments or simulations, measurement, models, and software to field-work observations, survey results, interview data, and photographs or other images. Data can be analogue or digital.

9.3. Legislation and research funders' expectations

The management of research data is governed by Swedish legislation and the expectations of research funders, publishers, and journals. Research funders, publishers, journals, and others expect researchers to publish their research data open access. Many research funders also require grant holders to have data management plans, DMPs.

9.4. Publishers' and journals' requirements

Most scientific journals and publishers recommend or require the research data used in a publication are openly available. Some also have specific requirements for which database or databases to use. Research funders' requirements. There is a growing expectation among research funders that data should be openly available. Research funders require not only open research data, but also a plan for data management for the duration of the research project and beyond.

As of 2019 the Swedish Research Council and Formas require all research grant holders to have their research data management plan in place from the beginning of the project, and that the resultant data and metadata are openly available, provided they comply with any legal or regulatory obligations. If you are unsure what is expected of your research project, check the terms that accompanied the grant or contact your research funder. The Sherpa Juliet database has details of some research funders' requirements for open access, publication and data archiving.

[Search and find research funders' open access policies in the Sherpa Juliet database](#)

9.5. Create a data management plan, DMP

Decisions made as early as possible about data management can save you a great deal of time and simplify your research. A research data management plan (DMP) will help you map your research datasets and the cost in time and money. A DMP can also help you plan for any regulatory, ethical, and open access issues during and after your project.

Many funders require grant holders have data management plans in place from the beginning. If the DMP is kept up to date throughout the research project it can be a useful resource when documenting methods, results, costs, and so on. This is especially relevant for projects that will run for several years or involve several researchers.

9.6. Lund University DMPRoadmap

Doctoral students and researchers of Lund University can use the university's tool for research data management plans, DMPRoadmap. There is a template for projects funded by the Swedish Research Council and a general Lund University template. The templates meet Science Europe requirements. You can ask the Library of Science librarians for feedback on your DMP through DMPRoadmap.

[How to create a DMP using DMPRoadmap – staff.lu.se](#)

9.7. Data backups and synchronisation

Lund University and Ines offer multiple services to back up and synchronise your data with cloud storage. Bear in mind that it is prudent to back up your data in at least two locations to avoid data disasters. Besides cloud services, hard drives can also be used as backup, ONE hard drive is recommended by the department, Enquire about funding for them from your research grant. Please Note that Dropbox apparently does not comply with GDPR requirements.

	OneDrive	LU Box	U: drive	G-drive
Storage capacity	5 TB	20 GB (increase: contact LU service desk)	30 GB	
File recovery	90 days		Contact Rafael	
Create and share folders	Y	Y		Y
Integration with Microsoft Office 365	Y	Y		Y
Online slide show	Y	Y		Y
Fulfills GDPR re- quirements	Y	Y	?	N

More info:	https://www.ki.lu.lu.se/english/internt/it/onedrive/	https://www.staff.lu.se/research-and-education/research-support/support-research-process/research-data-management/data-storage	https://intranet.nateko.lu.se/ - Gives you access to your U: drive from anywhere. But you need to be connected to any of the Lund University VPN services available.
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Contact with questions

Responsible for research data at the Biology Library and the Geolibrary:

Anja Ödman

anja.odman@science.lu.se

+46 76 139 17 01

Post Doc and interested in environmental research data management:

Annemarie Eckes-Shephard

annemarie.eckes-shephard@nateko.lu.se