### Ph.D. Studies in our Division

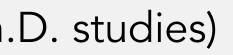
Ruth Pöttgen (Your friendly KFU(\*)/Institute Representative)

7 September 2022

(\*) Kontaktperson för forskarutbildning (Contact person for Ph.D. studies)

Doktoranddagen







# A good web page to bookmark

#### Studieplan/Study plan

Kurser/Courses

Lucat ID and Canvas

Institutionstjänstgöring / Departmental duties

Lön/Salary

Disputation/PhD defence

Licentiatseminarium/Licentiate defence

Promovering/Doctoral Degree Ceremony

Allmän- och kårfackligt/Studentunions and unions

Rekrytering av doktorander / Recruiting doctoral students

Doktorand- och avhandlingsdatabas

### Doktorand/PhD

#### Fysiska Institutionen / Department of Physics

(In Swedish!)

Information, riktlinjer, styrdokument, beslut, med mera, kring forskarutbildningen vid institutionen, från utlysning av tjänster fram till examen.

Information, decisions, etc. regarding postgraduate studies at the department.

#### Fakulteternas sidor för forskarutbildning / Faculty pages for postgraduate studies -

Utbildning på forskarnivå, Naturvetenskaplig fakultet

Utbildning på forskarnivå, LTH

Postgraduate studies, Science faculty

Postgraduate studies, LTH

Sidansvarig: Göran Frank 2021-07-08



Ruth Pöttgen

Lathund för forskarutbildning vid Fysiska Institutionen (pdf)

#### KONTAKT

Göran Frank, Studierektor forskarutbildning Director of PhD studies goran.frank@nuclear.lu.se 046-222 76 35 Fysicum rum B212



KONTAKTPERSON FÖR FORSKARUTBILDNING VID AVDELNINGAR (KFU)

Atomfysik: Andreas Walther

Fasta Tillståndets Fysik: Adam Burke

Förbränningsfysik: Sven-Inge Möller

Doktoranddagen

Logga Ut



# A good web page to bookmark



Kurser/Courses

Lucat ID and Canvas

Institutionstjänstgöring / Departmental duties

Lön/Salary

Disputation/PhD defence

Licentiatseminarium/Licentiate defence

Promovering/Doctoral Degree Ceremony

Allmän- och kårfackligt/Studentunions and unions

Rekrytering av doktorander / Recruiting doctoral students

Doktorand- och avhandlingsdatabas

### Doktorand/PhD

#### Fysiska Institutionen / Department of Physics

(In Swedish!)

Information, riktlinjer, styrdokument, beslut, med mera, kring forskarutbildningen vid institutionen, från utlysning av tjänster fram till examen.

Information, decisions, etc. regarding postgraduate studies at the department.

#### Fakulteternas sidor för forskarutbildning / Faculty pages for postgraduate studies -

Utbildning på forskarnivå, Naturvetenskaplig fakultet

Utbildning på forskarnivå, LTH

Postgraduate studies, Science faculty

Postgraduate studies, LTH

Sidansvarig: Göran Frank 2021-07-08



Ruth Pöttgen

Lathund för forskarutbildning vid Fysiska Institutionen (pdf)

#### KONTAKT

Göran Frank, Studierektor forskarutbildning Director of PhD studies goran.frank@nuclear.lu.se 046-222 76 35 Fysicum rum B212



KONTAKTPERSON FÖR FORSKARUTBILDNING VID AVDELNINGAR (KFU)

Atomfysik: Andreas Walther

Fasta Tillståndets Fysik: Adam Burke

Förbränningsfysik: Sven-Inge Möller

Doktoranddagen

Logga Ut



# General Information

Ph.D. = 240 credits (= 4 years of full time studies) In our case: 180 credits for thesis, 60 credits from courses (9.5 credits worth of compulsory courses)

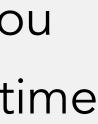
Your activities can be split between Ph.D. studies and departmental duties (max 20%) —> Time for Ph.D. is extended according to departmental duties, i.e. if you do 20% all the time, you would take 5 years for your Ph.D., but salary increase (etapplyft) is based on completed study time

Every student has an Individual Study Plan (ISP), that should be updated at least once a year (Important for example for etapplyft, for determining extensions, for applying for the defense...)

There are many steps in registering/preparing the defense — it is good to start early!

We have a Ph.D. student day twice a year (normally)





# Compulsory Courses

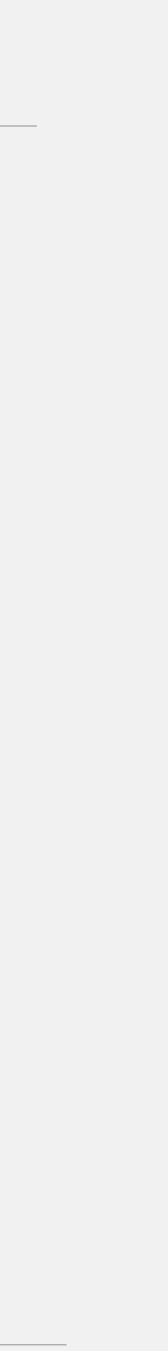
Introductory Course for PhD Students at the Faculty of Science, NAMN001, 0.5 hp One day with general information, **next: Sep 22**, <u>registration</u>

Introductory course for new doctoral students in physics, NFY015F, 1,5 hp First edition will start on **October 6** (Invitation to come) **NEW!** 

Learning and teaching in higher education - theory and practice, NAMN005, 4.5 hp Mandatory even if you do not teach! Typically hard to get into —> register as soon as possible to be on the waiting list

Research ethics, 3 hp Registration for courses in the spring will open in October





## More Credits

Room for 60 - 9.5 = 51.5 credits from non-compulsory courses

Recently introduced:

30 credits for service tasks as "poänggivande moment" (The supervisor writes a short justification, there is a template for this, that I will link somewhere convenient) Eskil then registers the credits in Ladok

Schools can often also be credited as poänggivande moment (e.g. we have an "agreement" that the CERN School of Computing is worth 6 credits)

For other course suggestions: browse <u>Göran's webpage</u>(\*) and the links there, check out our soon-to-be google doc, ask your fellow students...

Not all the courses there are given regularly

LUNDS

UNIVERSITET

#### Beskrivning av annat poänggivande moment i forskarutbildningen

Doktorandens/doktorandernas namn:

Svensk titel: Engelsk titel: Omfattning1: hp

Syfte och mål (kort beskrivning):

Kursinnehåll (kort beskrivning):

Undervisningsform(er) (kort beskrivning):

#### Examinationsform(er)

Examinator vid LU: Ev. övrig information:

(namn) examinator

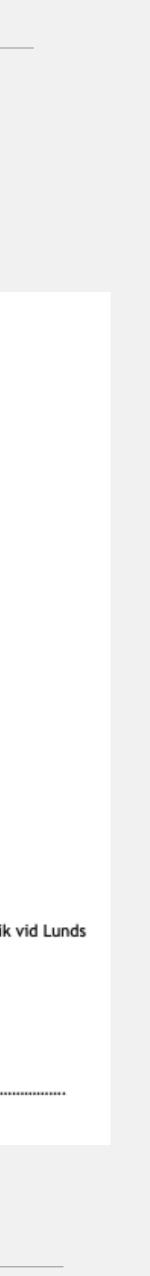
Kursen godkänns som poänggivande moment inom forskarutbildningen i Fysik vid Lunds Universitet, och examinator fastställs.

Datum:

Göran Frank, studierektor FU

Joachim Schnadt, prefekt

7 Sep 2022



### Departmental Duties

Those who are employed on doctoral studentships shall mainly focus on their own research studies, but can also to a limited extent, up to a maximum of 20 % of fulltime, work in education, research outside their own projects and administration (i.e. https://www.science.lu.se/sites/science.lu.se.internal/files/calculating-extensions-doctoral-studentships.pdf

For us, this is typically teaching activities (lab supervision, exercise classes..), can also be, for example, participation in committees etc.

As said, your Ph.D. time will be extended according to how much departmental duties you've had

We typically enter rough numbers in the ISP, but it is important that you keep track of the actual hours, e.g. for teaching (this is actually also stored in another system, GRUB, but it is good if you keep your own record and check what is in GRUB)





# Individual Study Plan

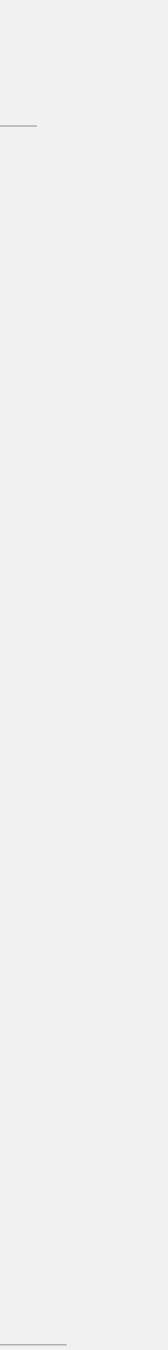
An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors (HEO Chapter 6 Section 29).

The study plan is to describe the research project, literature, courses, supervision, planned and conducted activities in relation to the learning outcomes of the programme and other resources required in order to complete the programme within the predetermined time.

The individual study plan is to clarify the rights, obligations and expectations that exist between the faculty, department, supervisors and the individual doctoral student. The individual study plan is to serve as support for the doctoral student and the supervisor during the ongoing work.



#### Instructions concerning individual study plans in third cycle studies at the Faculty of Engineering, Lund University



# Individual Study Plan

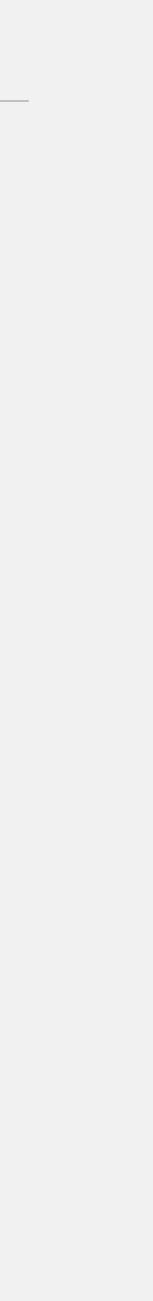
This is a rather important document throughout your studies. It is, for example, the official document that forms the basis for you being admitted to the defense.

In principle, it is not so much the thesis that matters for your degree, but that you have achieved the intended learning outcomes, and the progression is documented in the evolution of the study plan.

The ISP should be updated *at least* once a year, in a meeting of the student, supervisors and IR. (Ruth for ALICE students, David for ATLAS/LDMX.) We try to remind you, but these updates are in your own interest, so try to be proactive. The first update should be done as soon as possible after the actual starting date, but 6 months after the latest.

The updated ISP has to be approved by Göran, and a copy will then be locked in the system (<u>https://isp.science.lu.se</u>), such that in the end there should be at least 4-5 ISP versions that provide a record of how the work has progressed.



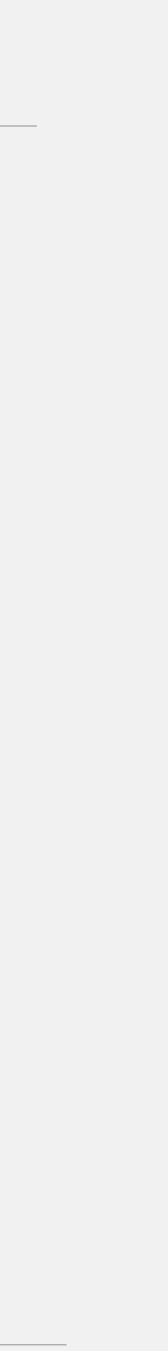


The student creates their new ISP at https://isp.sci

2022-09-06 20:10:23, Individuella studieplaner N-FAK, Ruth	n Pöttgen (ru61
Individual study plan Preferences	
New Phd student \$ (Select) \$	
Input Printing LADOK export	
Save as new version	_
Registration number (Registered separately by an	
administrator, and shall no be changed. The study plan must	
have a registration no. before it is signed.)	
Doctoral student	
Name:	Ruth Pöttgen
Swedish civic registration number:	
(State date of birth as YYYY-MM-DD if not applicable)	
Email address:	
Department:	
Admission date: (YYYY-MM-DD)	
- please use this format or some functionality will be lost!	
· · · · · · · · · · · · ·	



<u>ience.lu.se</u>			
170			
178po), Logout			
	Connect to LUCAT id	ru6178po	



Connect to LUCAT id
Connect to LUCAT id
ICE) or David (ATLAS/LDMX)
Connect to LUCAT id
Connect to LUCAT id
Connect to LUCAT id Göran Frank
Connect to LUCAT id Joachim Schnadt
Connect to LUCAT id Eskil Fredriksson
Connect to LUCAT id Bozena Wlosinska

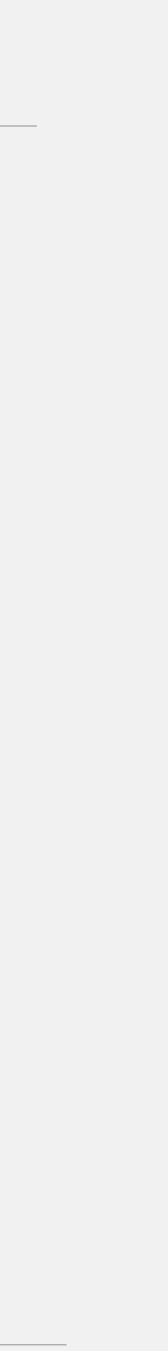




The third-cycle (doctoral) programme Consult the general syllabus for your subject to identify mandatory components and requirements.		
Third-cycle programme subject:		
Degree requirements:	240 h	ıp
Course requirements:	o h	ıp
Thesis requirements:	o h	ıp
Half-time evaluation or similar:	None	
Mandatory courses or other activities eligible for credits	Introduct	tory cour
See <u>the selection of third-cycle courses</u> and information about <u>the faculty's courses in in higher education teaching</u> and learning. Note that the course "Introduction to teaching and learning in higher education" is mandatory if you are teaching (treated as a credit-awarding course).	List othe	r manda
Resources		
Funding of the position as doctoral student	State typ funding; Year 1: Year 2: Year 3: Year 4:	
Basic resources and project funding See <u>the faculty's regulation of basic resources</u> (in Swedish).	List basi Specify s	
Supervision See <u>the faculty's stipulations about right to supervision</u> (in Swedish).	Forms fo – availab – extent – forms	

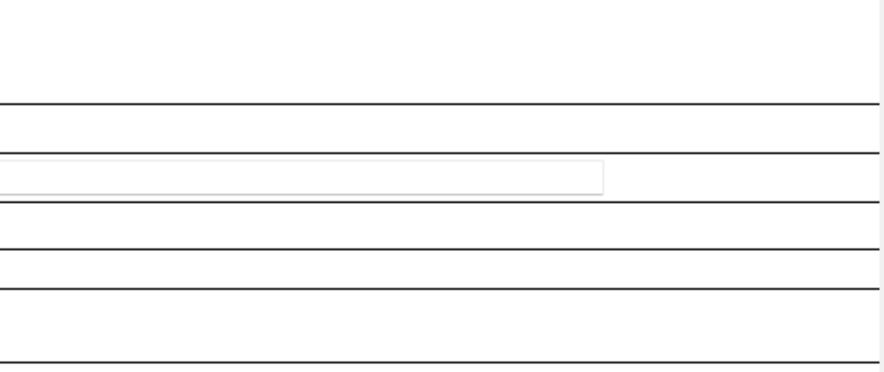


\$)
\$
urse, Faculty of Science, 0.5 credits
atory components according to the general study plan (name, type, number of credits).
nding for the position (e.g. employment based on external grants; employment though faculty y funding; stipend) and the proportions in percent if several sources of funding are used.
4
rces such as work place, computer, telephone, etc.
of funding for research projects, conference participation and similar.
rvision, from main supervisor and other supervisors, and labour division:



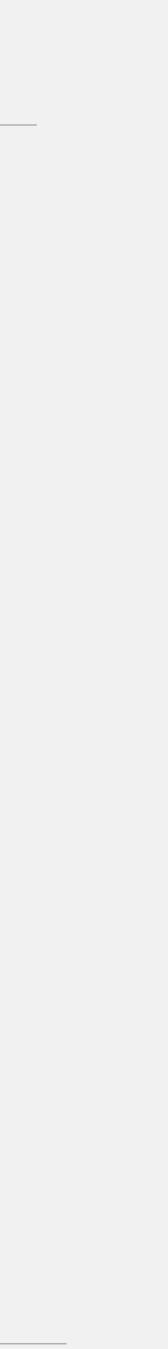
(Select) \$	
100 %	
0 %	
0 %	
Term HT 2022 VT 2023	F F
HT 2023 VT 2024 HT 2024	[
VT 2025 HT 2025 VT 2026	[
	100       %         0       %         0       %         0       %         0       %         Term       HT 2022         VT 2023       VT 2023         HT 2024       VT 2024         HT 2024       VT 2024         VT 2025       VT 2025





Postgrad studies		Departmental duties	
Planned	Actual	Planned	Actual
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%
%	%	%	%

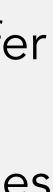
#### We'll come back to this



Completed courses and other credit-awarding components	3	
	Name:          Name:       ////////////////////////////////////	
Credited courses (attended prior to admission) Note that the third-cycle programme will be shortened by (credited credits/1.5).	Name:	
	Slutdatum: Antal hp: Registrerad i LADOK:	
Total, credited courses:	0 hp	
Courses and other credit-awarding components within the third-cycle programme	Name:   Slutdatum:   Antal hp:   Registrerad i LADOK:     Name:   Slutdatum:   Antal hp:   Registrerad i LADOK:	
Total, within the third-cycle programme:	0 hp	
Total, all completed courses and credit-awarding components:	0 hp	
Remaining, courses and other credit-awarding components:	0 hp	



You can transfer courses from previous studies

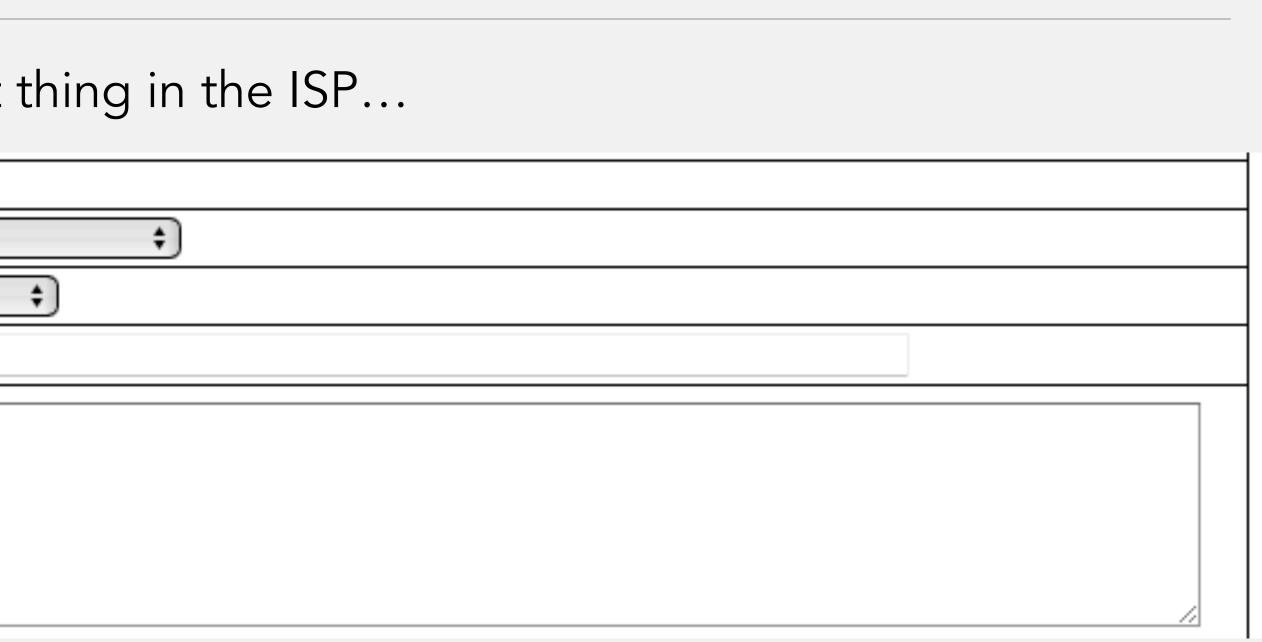


#### One might wonder why this is not the first thing in the ISP...

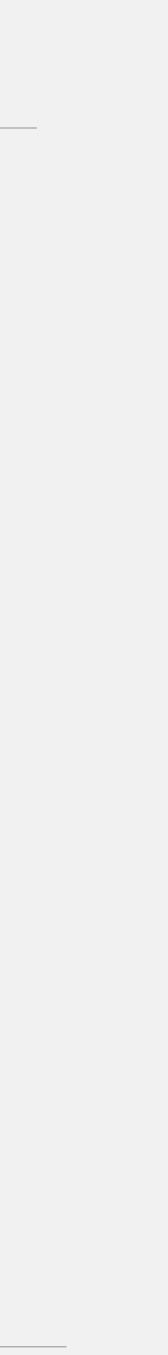
The doctoral thesis	
Type of thesis:	(Select)
Language of the thesis:	(Select)
Title of the thesis (preliminary):	
Overview of the planned thesis work	
Write a general overview of the planned thesis, but without much details of any sub-projects. This text should not require much updating (unlike the progress updates of individual sub-projects).	

We typically do not change this very much after the first version, until the very end when we update it to what really is in the thesis. ;)





Evaluation and planning		
The planning particularly important for the coming 12 months.		
	ub-project 1 itle: .uthor(s):	
N	Data collection:       0       %         Manuscript submitted:       Manuscript accepted:         Manning	Writing: 0 %
Evaluation and planning of research (sub-projects of the thesis work) Divide the planning notes per project/thesis chapters/papers, which are followed up during subsequent	<u>ub-project 2</u>	
Include notes of distribution of work, funding, etc.	itle: .uthor(s):	
N	Data collection: 0   % Manuscript submitted:   Manuscript accepted:	Writing: 0 %
Ruth Pöttgen	15	Doktoranddager



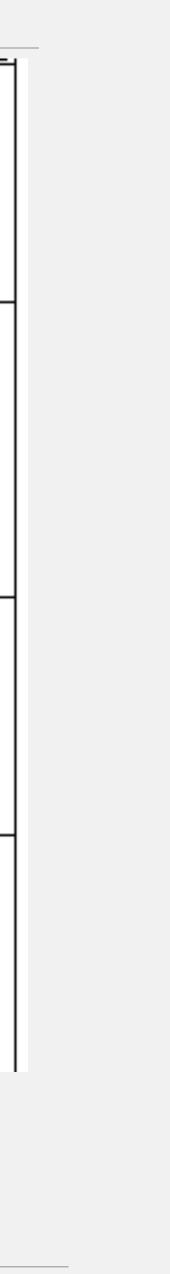
Planned courses or other credit-awarding activities	Course name,
Planned participation at conferences         In the faculty's regulation of basic resources (in Swedish)         it is stipulated that the department should guarantee         financial coverage for participation in at least two         international conferences; however PhD students are         primarily expected to apply for funding.	Conference na Funding of par
Planned departmental duties Planning of teaching, technical/administrative work, student union commissions of trust, and any other assignments.	
Planning of other tasks (e.g. half-time seminar and public outreach)	

One might wonder why this is not the first thing in the ISP...



course date, N credits

name, place, date. Type of presentation: oral/poster/(none). Title/subject of presentation. articipation?



This is typically the most tricky part to fill in because the formulations are very general, and it requires some thinking to map this to our field and activities. Usually a good strategy is to look at what other students have written and get inspiration from there.

Activities (carried out or planned) to achieve the learning outcomes stated in the higher education ordinance	
Knowledge and understanding	
For the degree of doctor the third-cycle student shall	
<ul> <li>demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field</li> </ul>	
- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular	
and then this ca	rries or





# ISP - Numerology

As the examples indicate, this is often cause for confusion. (But fear not — Göran will tell us what we did wrong in the end. ;))

Activity third-cycle programme and departm duties/student union commissions (% of full-

Example 1: You work half time and spend 8 the third-cycle program (PhD), and 20% on similar (Dept). State 50%\*80% = 40% for P 50%\*20% = 10% for Dept.

Example 2: Your workload is 75% and you parental leave half a semester (three of six n During the second half you spend 80% of yo PhD and 20% on Dept. You then state 0.5\*7 30% for PhD and 0.5\*75%\*20% = 7.5% for

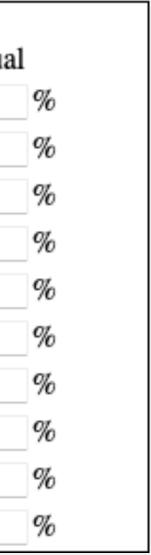
#### A few guidelines:

- one term (6 months) corresponds to 100% full time work
  - all percentages for Postgrad studies must add up to 800% (4 years)
- VT runs from Jan 1 to June 30, HT from July 1 to Dec 31
  - that by the percentages for PhD studies and Dep duties, if applicable)



		Postgrad stud	Departmental duties			
mental !l-time)	Term	Planned	Actual	Planned	Actual	
	HT 2022	%	%	%		
80% of that on n teaching or PhD and	VT 2023	%	%	%		
	HT 2023	%	%	%		
	VT 2024	%	%	%		
	HT 2024	%	%	%		
	VT 2025	%	%	%		
have been on months).	HT 2025	%	%	%		
your time on	VT 2026	%	%	%		
75%*80% = or Dept.	HT 2026	%	%	%		
	VT 2027	%	%	%		

- e.g. a starting date of Aug 22, means you will have 72% for HT2022 (and then you have to multiply





# Salary Increase

Form to be filled in by the student, signed by the supervisor, handed in to Göran

"It must be clear from the **individual study plan** that the requirements for the salary increase are fulfilled."

Requirements: Based on time spent on PhD studies, dep. duties do not count (transferred courses do)

Apart from the pure time spent, sufficient progress also has to be made (hence the ISP)

Högskolepoäng	Ackumulerad aktivtet	LTH	N-fak
60 hp	200%	1100 kr	600 kr
120 hp	400%	1100 kr	1100 kr
180 hp	600%	600 kr	1100 kr







#### APPLICATION FOR NEW SALARY LEVEL

For holders of a doctoral studentship

LUNDS UNIVERSITET	Personal id.number	Surname	First name
	Int. mailing code	Address	
Department (equiv.)			
	Cost centre	Postal address	

#### Increase in As of (retroactive Credits Remarks New salary SEK by 6 mån max.) 60 credits 120 credits 180 credits Subject: PhD (degree te attached

#### Planned public defence of PhD thesis .....

Date	Supervisor signature/name in print	Date	Head of department/equiv. signature/name in prin

#### BESLUT, enligt delegation (ifylles alltid)

Lund University hereby decides that		,having reached the next		
stage of third cycle	studies with	credits, is to receive a monthly salary of SEK		
for full time work a	t the (year) s	salary level.		
Modified salary on	the basis of salary r	eview after reaching the the next stage according to the above:		
As of	the salary of SEK	per month of full time work is discontinued at the		
salary level.				
On behalf of the U	niversity	Date		
Ci-mature		Nous la aviat		
Signature		Name in print		

#### Doktoranddagen



# Thesis Preparation

The instructions on the page are rather clear, here just some additional tips/warnings

**Start early!** We do not do this very often, and usually things change over the years, and there might be all kinds of hickups, so do not leave this to the last minute

Book the date (preferably a Friday) — only the student can do this

#### **!!!AT THE SAME TIME, WRITE AN E-MAIL TO KERSTIN NILSSON TO BOOK RYDBERGSALEN!!!**

If you forget to do this, your spot might be taken and you have to find another date

The supervisor fills in the application form (information about the opponent, committee etc., arranges the necessary documents)

Student needs to provide a list of contributions to the thesis work/relevant publications



- This is the only way to keep track of (prohibited) overlaps between N-Fak ("us") and LTH ("them")



# Thesis Preparation

Internal review (allow for ~2 weeks reading time): thesis fulfils the requirements to be submitted (or is on track to do so)

Sending in the application in the system: At least 8 weeks before the defense - the IR (Ruth/David)

Requirement: ISP is updated with all courses etc, all courses are registered in Ladok

for signature and further processing

Printing and nailing: at least 24 days before defense

#### IMER AND WINTER BREAK DO NOT COUNT FOR DEADLINES!



- A senior from another experiments reads the thesis and writes a report for Achim, (ideally) confirming that the

  - (If courses are not completed yet, there has to be a clear plan in the ISP for how to complete them)
  - Supervisor then prints the application form and gives to Achim together with the report from the internal review

i.e. if you want to defend in September, the application has to be submitted before summer







## Summary

<u>Göran's page</u>

For further questions, contact Ruth (who might contact David and/or Göran)

Take care of your ISP Meet Ruth/David ≥once a year

Talk with your supervisor and fellow students

Start early with the defense arrangements



