

Ph.D. Studies in our Division

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

Doktoranddagen
7 September 2022






LUNDS
UNIVERSITET

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

A good web page to bookmark

<https://www.lth.se/fysikintra/doktorand/>

Studieplan/Study plan	<hr/> <h2>Doktorand/PhD</h2> <hr/> <h3>Fysiska Institutionen / Department of Physics</h3> <p>Lathund för forskarutbildning vid Fysiska Institutionen (pdf)</p> <p>(In Swedish!)</p> <p>Information, riktlinjer, styrdokument, beslut, med mera, kring forskarutbildningen vid institutionen, från utlysning av tjänster fram till examen.</p> <p>Information, decisions, etc. regarding postgraduate studies at the department.</p> <hr/> <h3>Fakulteternas sidor för forskarutbildning / Faculty pages for postgraduate studies</h3> <p> Utbildning på forskarnivå, Naturvetenskaplig fakultet</p> <p>Utbildning på forskarnivå, LTH</p> <p> Postgraduate studies, Science faculty</p> <p>Postgraduate studies, LTH</p> <hr/> <p>Sidansvarig: Göran Frank 2021-07-08 Logga Ut</p>	KONTAKT
Kurser/Courses		<p>Göran Frank, Studierektor forskarutbildning Director of PhD studies goran.frank@nuclear.lu.se 046-222 76 35 Fysicum rum B212</p>
Lucat ID and Canvas		
Institutionstjänstgöring / Departmental duties		KONTAKTPERSON FÖR FORSKARUTBILDNING VID AVDELNINGAR (KFU)
Lön/Salary		Atomfysik: Andreas Walther
Disputation/PhD defence		Fasta Tillståndets Fysik: Adam Burke
Licentiatseminarium/Licentiate defence		Förbränningsfysik: Sven-Inge Möller
Promovering/Doctoral Degree Ceremony		
Allmän- och kårfackligt/Studentunions and unions		
Rekrytering av doktorander / Recruiting doctoral students		
Doktorand- och avhandlingsdatabas		

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[Studieplan/Study plan](#)

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Lucat ID and Canvas

[Institutionstjänstgöring / Departmental duties](#)

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[Disputation/PhD defence](#)

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Doktorand- och avhandlingsdatabas

Doktorand/PhD

Fysiska Institutionen / Department of Physics


[Lathund för forskarutbildning vid Fysiska Institutionen](#) (pdf)

(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 [Logga Ut](#)

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](#)

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**, [registration](#)

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 [Göran's webpage](#)(*) and the links there, check out our soon-to-be google doc, ask your fellow students...

(*) Not all the courses there are given regularly

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



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 full-time, 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)



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.

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 (<https://isp.science.lu.se>), such that in the end there should be at least 4-5 ISP versions that provide a record of how the work has progressed.



ISP — A Look Inside

The student creates their new ISP at <https://isp.science.lu.se>

2022-09-06 20:10:23, **Individuella studieplaner N-FAK**, Ruth Pöttgen (ru6178po), **Logout**

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

Connect to LUCAT id **ru6178po**

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!



ISP — A Look Inside

Supervisory committee, director of studies and head of department as well as administrators	
Main supervisor:	<input type="text"/> Connect to LUCAT id
Supervisor:	<input type="text"/> Connect to LUCAT id
Supervisor:	<input type="text"/> Connect to LUCAT id
Supervisor:	<input type="text"/> Connect to LUCAT id
Supervisor:	<input type="text"/> Connect to LUCAT id
Representative of the department: (The person who is normally chairing the doctoral student progress meetings, e.g. the examiner, head of section, director of studies, or similar.)	Ruth (ALICE) or David (ATLAS/LDMX) <input type="text"/> Connect to LUCAT id
Scientific mentor:	<input type="text"/> Connect to LUCAT id
Director of studies: (State director of studies even if she/he is the representative of the department, specified above)	<input type="text"/> Connect to LUCAT id Göran Frank
Head of department:	<input type="text"/> Connect to LUCAT id Joachim Schnadt
Administrator: Responsible for registrations in LADOK.	<input type="text"/> Connect to LUCAT id Eskil Fredriksson
Administrator:	<input type="text"/> Connect to LUCAT id Bozena Wlosinska (might change)

(might change)



ISP — A Look Inside

<p>The third-cycle (doctoral) programme Consult the general syllabus for your subject to identify mandatory components and requirements.</p>	
<p>Third-cycle programme subject:</p>	<input type="text"/>
<p>Degree requirements:</p>	<input type="text" value="240"/> hp
<p>Course requirements:</p>	<input type="text" value="0"/> hp
<p>Thesis requirements:</p>	<input type="text" value="0"/> hp
<p>Half-time evaluation or similar:</p>	<input type="text" value="None"/>
<p><i>Mandatory courses or other activities eligible for credits</i></p> <p>See the selection of third-cycle courses and information about the faculty's courses in in higher education teaching 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).</p>	<p>Introductory course, Faculty of Science, 0.5 credits</p> <p>List other mandatory components according to the general study plan (name, type, number of credits).</p>
<p>Resources</p>	
<p><i>Funding of the position as doctoral student</i></p>	<p>State type of funding for the position (e.g. employment based on external grants; employment through faculty funding; industry funding; stipend) and the proportions in percent if several sources of funding are used.</p> <p>Year 1: Year 2: Year 3: Year 4:</p>
<p><i>Basic resources and project funding</i></p> <p>See the faculty's regulation of basic resources (in Swedish).</p>	<p>List basic resources such as work place, computer, telephone, etc.</p> <p>Specify source of funding for research projects, conference participation and similar.</p>
<p><i>Supervision</i></p> <p>See the faculty's stipulations about right to supervision (in Swedish).</p>	<p>Forms for supervision, from main supervisor and other supervisors, and labour division:</p> <ul style="list-style-type: none"> - availability - extent - forms

ISP — A Look Inside

Latest doctoral student progress meeting (minutes shall be kept separately)																																																												
Meetings to be held at <i>maximum</i> intervals of one year.																																																												
Date: (YYYY-MM-DD)	<input type="text"/>																																																											
Participants:	<input type="text"/>																																																											
Year/semester for planned degree of doctor:	(Select) ▾																																																											
Activity																																																												
Workload: (full-time = 100%)	<input type="text" value="100"/> %																																																											
Teaching/admin/other (portion in relation to full-time): Only to be specified if a set fraction is account-coded for departmental duties.	<input type="text" value="0"/> %																																																											
Activity third-cycle programme (portion in relation to full-time):	0 %																																																											
<i>Activity third-cycle programme and departmental duties/student union commissions (% of full-time)</i>	<table border="1"> <thead> <tr> <th rowspan="2">Term</th> <th colspan="2">Postgrad studies</th> <th colspan="2">Departmental duties</th> </tr> <tr> <th>Planned</th> <th>Actual</th> <th>Planned</th> <th>Actual</th> </tr> </thead> <tbody> <tr><td>HT 2022</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>VT 2023</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>HT 2023</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>VT 2024</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>HT 2024</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>VT 2025</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>HT 2025</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>VT 2026</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>HT 2026</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> <tr><td>VT 2027</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td><td><input type="text"/> %</td></tr> </tbody> </table>	Term	Postgrad studies		Departmental duties		Planned	Actual	Planned	Actual	HT 2022	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	VT 2023	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	HT 2023	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	VT 2024	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	HT 2024	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	VT 2025	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	HT 2025	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	VT 2026	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	HT 2026	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	VT 2027	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
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<p>Example 1: You work half time and spend 80% of that on the third-cycle program (PhD), and 20% on teaching or similar (Dept). State $50\% \cdot 80\% = 40\%$ for PhD and $50\% \cdot 20\% = 10\%$ for Dept.</p> <p>Example 2: Your workload is 75% and you have been on parental leave half a semester (three of six months). During the second half you spend 80% of your time on PhD and 20% on Dept. You then state $0.5 \cdot 75\% \cdot 80\% = 30\%$ for PhD and $0.5 \cdot 75\% \cdot 20\% = 7.5\%$ for Dept.</p>																																																												

We'll come back to this

ISP — A Look Inside

Completed courses and other credit-awarding components	
<p><i>Credited courses (attended prior to admission)</i></p> <p>Note that the third-cycle programme will be shortened by (credited credits/1.5).</p>	<p>Name: <input type="text"/></p> <p>Slutdatum: <input type="text"/> Antal hp: <input type="text"/> Registrerad i LADOK: <input type="checkbox"/></p>
	<p>Name: <input type="text"/></p> <p>Slutdatum: <input type="text"/> Antal hp: <input type="text"/> Registrerad i LADOK: <input type="checkbox"/></p>
Total, credited courses:	0 hp
<p><i>Courses and other credit-awarding components within the third-cycle programme</i></p>	<p>Name: <input type="text"/></p> <p>Slutdatum: <input type="text"/> Antal hp: <input type="text"/> Registrerad i LADOK: <input type="checkbox"/></p>
	<p>Name: <input type="text"/></p> <p>Slutdatum: <input type="text"/> Antal hp: <input type="text"/> Registrerad i LADOK: <input type="checkbox"/></p>
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

ISP — A Look Inside

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):	<input type="text"/>
<i>Overview of the planned thesis work</i> 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).	<input type="text"/>

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. ;)



ISP — A Look Inside

Evaluation and planning

The planning particularly important for the coming 12 months.

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 PhD student progress meetings and updates of the individual study plan.

Include notes of distribution of work, funding, etc.

Sub-project 1

Title:

Author(s):

Data collection: %

Analyses: %

Writing: %

Manuscript submitted:

Manuscript accepted:

Planning

Sub-project 2

Title:

Author(s):

Data collection: %

Analyses: %

Writing: %

Manuscript submitted:

Manuscript accepted:

Planning



ISP — A Look Inside

<p><i>Planned courses or other credit-awarding activities</i></p>	<p>Course name, course date, N credits</p>
<p><i>Planned participation at conferences</i></p> <p>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.</p>	<p>Conference name, place, date. Type of presentation: oral/poster/(none). Title/subject of presentation. Funding of participation?</p>
<p><i>Planned departmental duties</i></p> <p>Planning of teaching, technical/administrative work, student union commissions of trust, and any other assignments.</p>	
<p><i>Planning of other tasks (e.g. half-time seminar and public outreach)</i></p>	

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

ISP — A Look Inside

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	
<u>Knowledge and understanding</u> For the degree of doctor the third-cycle student shall	
<i>- 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</i>	
<i>- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular</i>	

... and then this carries on

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 departmental duties/student union commissions (% of full-time)

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

Example 2: Your workload is 75% and you have been on parental leave half a semester (three of six months). During the second half you spend 80% of your time on PhD and 20% on Dept. You then state $0.5 * 75\% * 80\% = 30\%$ for PhD and $0.5 * 75\% * 20\% = 7.5\%$ for Dept.

Term	Postgrad studies		Departmental duties	
	Planned	Actual	Planned	Actual
HT 2022	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
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VT 2027	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

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
 - e.g. a starting date of Aug 22, means you will have 72% for HT2022 (and then you have to multiply that by the percentages for PhD studies and Dep duties, if applicable)



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	Akkumulerad aktivitet	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

Department (equiv.)

Personal id.number	Surname
Int. mailing code	First name
Cost centre	Address
	Postal address

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

Planned public defence of PhD thesis

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

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 at the _____ (year) salary level.

Modified salary on the basis of salary review 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 University _____ **Date** _____

Signature _____ Name in print _____

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 RYDBERGSALLEN!!!

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

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

Internal review (allow for ~2 weeks reading time):

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

(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 for signature and further processing

Printing and nailing: at least 24 days before defense

SUMMER AND WINTER BREAK DO NOT COUNT FOR DEADLINES!

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

Summary

[Göran's page](#)

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

Take care of your ISP

Meet Ruth/David \geq once a year

Talk with your supervisor and fellow students

Start early with the defense arrangements

Questions?