

## **Department of Archaeology and Ancient History**

**Version May 2019**

### **Quick reference guide for doctoral students**

This document is the department's reference guide for doctoral students. Most of the information has been retrieved from the faculties' documents relating to third-cycle education. Not all of these documents have been translated into English. The guide is meant to serve as a reference guide for doctoral students who have already begun their studies and as an introduction for those who are about to start. We also hope that supervisors will find the document useful to them in their work. It is a living document that will be constantly updated

*Please note that this document merely summarizes administrative routines regarding the PhD students' work situation. Thus, it is not a steering document; rather, it is a quick reference guide. If some content is in conflict with statements in official steering documents, the latter take precedence*

## Brief facts about our third-cycle study programmes

In Sweden, third-cycle study programmes run over a period of four years and they are the highest level of education. It is also possible to obtain a licentiate degree in two years. A third-cycle study programme is comprised of a total of 240 credits, 1.5 credits per week. The credits are divided between thesis and course work. In all subjects at the Department of Archaeology and Ancient History, the thesis corresponds to 180 credits (three years) and the course work corresponds to 60 credits (one year).

Once you have successfully defended your thesis and completed all the necessary courses, you will be awarded a degree of Doctor of Philosophy (in Swedish Filosofie doktorsexamen). This is done after an application to the University.

A doctoral student must have a principal supervisor and at least one assistant supervisor. The principal supervisor needs to have the qualifications of an associate professor or higher.

Calls for applications for doctoral studentships at the Faculties of Humanities and Theology are announced on 1 February each year, but in some cases, there are also externally funded positions that are announced on September 15th. All calls are published at: <http://www.ht.lu.se/om-fakulteterna/lediga-anstallningar/doktorandanstallningar/>. To find information about third-cycle studies at the Faculties of Humanities and Theology, please visit : <http://www.ht.lu.se/en/education/phd-studies/>.

The Swedish Higher Education Authority (UKÄ) has important general information about third-cycle studies in Sweden that can be found at: <http://studera.nu/startpage/doctoral-studies/doctoralstudies/>.

## Organisation

The Department of Archaeology and Ancient History is part of the Faculties of Humanities and Theology at Lund University. Here follows some general information about the University's organisational structure and links to different organisations within the University that are of particular importance to doctoral students.

- Department of Archaeology and Ancient History

<http://www.ark.lu.se>

- Faculties of Humanities and Theology

<http://www.ht.lu.se/en/the-faculties/organisation/>

- Lund Doctoral Student Union

<http://www.ldk.lu.se/>

## Starting as doctoral student

### International doctoral students

The finance officer informs non-Swedish doctoral students about the application procedure for being assigned a personal identity number by the Swedish Tax Agency (Skatteverket). The doctoral student sends a copy of the notice of the personal identity number to the officer in order to get a salary.

Doctoral students who are citizens of non-EU countries need to apply for a residence permit before they enter Sweden. This is a process that may take long time. Information about rules and procedures can be found at the Migration Agency's (Migrationverkets) web pages:

<https://www.migrationsverket.se/English/Startpage.html>

### Lucat, email address, personal webpage, and LUCRIS

The administrator registers the newly appointed doctoral student in Lucat, whereby the student is assigned a Lucat identity, an email address, and a personal webpage at the department's website. Information about the assigned Lucat identity etc. are sent to the doctoral student's private email address before the doctoral student takes office.

The doctoral student may upload relevant information (apart from room number etc., which is transferred automatically from Lucat) on his/her webpage by logging in to the HT faculties' intranet (using the assigned Lucat identity; then choose General -> Min sida):

<https://internt.ht.lu.se/en/allm/>

Information about the research project and publications, displayed on the personal webpage, is uploaded by the doctoral student by logging in to Lucris: <http://lucris.lu.se>.

Guidelines LUCRIS: <https://internt.ht.lu.se/en/fo/fak/ht-faculties/lucris/>

A reference guide (in Swedish) is available here:

[http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/manual\\_till\\_att\\_lagga\\_til\\_l\\_doktorandprojekt\\_samt\\_avhandling.pdf](http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/manual_till_att_lagga_til_l_doktorandprojekt_samt_avhandling.pdf)

### Desk, computer, mail box, and LU card

The head of department provides the doctoral student with a desk, a computer, a mail box ("pigeon hole"), and information about escape routes in case of fire. He or she also informs the student about the procedures concerning the LU card, which is retrieved from the University Library:

<https://www.ub.lu.se/en/> Additional information about the LU card can be found at:

<https://lukortet.lu.se/en>

### People

A doctoral student can find a lot of people to support them. If you do not know who holds a certain position of the ones listed below, you can always ask your supervisor. The phone number and email address to each contact person can be found on Lund University's website:

<http://www.lunduniversity.lu.se/> .

### At the department

**Principal supervisor:** The main task of the principal supervisor is to give you advice throughout your studies, and he/she can be consulted on practically all matters concerning your education. The

principal supervisor must have the qualifications of an associate professor or higher, and be currently employed at the department.

**Assistant supervisor:** You are to always have at least two supervisors: one principal supervisor and at least one assistant supervisor. The assistant supervisor is not required to be currently employed at the department.

**Head of Department.** If you have questions concerning your employment or if there are other issues that you do not wish to discuss with your supervisor, please contact the Head of Department who is overall responsible for the department.

### At the Faculty

**Faculty Coordinator** (third-cycle studies): This person handles most issues concerning your admission employment, extensions and other formalities.

**Pro-Dean** (third-cycle studies): The Pro-Dean is responsible for third-cycle studies at the Faculties of Humanities and Theology, and is chair of the Board for Third-Cycle Studies. This person does not deal with individual matters, but is responsible for overall policy issues.

### Lund Doctoral Students' Union

The Doctoral Students' Ombudsman (DOMB). The Doctoral Students' Ombudsman (DOMB) is a service provided by the Lund Doctoral Students' Union (LDK). The DOMB can assist doctoral students at the University when they need help concerning third-cycle studies. <http://www.ldk.lu.se/domb/>

### Nationally

The SULF Association of Doctoral Candidates (SDF) is the part of SULF (The Swedish Association of University Teachers) which works with doctoral students. <http://www.sulf.se/en/sdf/>

## Documents

A good starting-point is the faculties' starting page for third cycle studies in English.

- The faculties' website concerning third-cycle studies

<http://www.ht.lu.se/en/education/phd-studies/>

Here you can find a lot information regarding third-cycle education.

### General syllabi

Every third-cycle programme has a general syllabus for that specific subject. At the Department of Archaeology and Ancient History there are four third-cycle programmes: Archaeology, Classical Archaeology, Historical Archaeology and Historical Osteology. All general syllabi at the Faculties of Humanities and Theology are published in both Swedish and English:

<http://www.ht.lu.se/utbildning/forskarutbildning/allmanna-studieplaner/>

### Individual study plan (ISP)

At admission to doctoral studies (independently of how the studies are financed), an individual study plan is assigned to the doctoral student. The individual study plan contains: 1) administrative information; 2) information about the planning of the doctoral studies; and 3) a memorandum. The individual study plan is accessed through the HT faculties' intranet: <https://internt.ht.lu.se/en/>.

The ISP is a document that is specific for each doctoral student and is a project plan that includes information about what has been completed and what remains to be done and also states the university's responsibility in terms of supervision etc. It is to be printed and signed at least once a year by the doctoral student, the principal supervisor, followed by a signature from the Head of Department and the Pro-Dean (third-cycle studies) at the faculties. The ISP is a very important tool both for the doctoral student and for the supervisor/s. It is important that you in the ISP make visible how you plan to fulfil the learning outcomes for a degree of Doctor (to be found in the general syllabus for all third-cycle study programs).

<http://www.ht.lu.se/utbildning/forskarutbildning/individuella-studieplaner/>

The individual study plan is a kind of contract between the student and the supervisors. Information about the general project plan, planned thesis parts, courses, seminar activity, conferences, and other items required for the doctoral student to achieve his/her goals in the graduate program have to be included. If the student is assigned departmental duties, or will be on leave, information about this should also be included (under the heading "External circumstances"). Please note that the supervisors are also obliged to enter information about their planned supervision. Moreover, the student and the main supervisor have to evaluate the previous semester's planning.

## Funding

All doctoral studentships are funded for a period of four years, full time. At the Faculties of Humanities and Theology, it is possible to be funded by the faculties, by external means within a project, or by an external employer.

### Application for an extension

Doctoral studentships are granted only one year at a time. This means that the doctoral student must apply for an extension of their employment every year. The application is to be sent to the registrar at the Faculty Office (Kansli HT) two months before the appointment expires. If the deadline to apply coincides with a holiday or a leave, the application must be filed in advance. The application should be made on a special form as directed by the Faculty Office. Please remember that no extension is automatic – the student must apply for it every time.

Approved departmental duties, leave of absence, sick leave and duties as a representative within a student organisation of union are also bases for extension.

More information and the application form can be found on the faculties' website:

[https://www.ht.lu.se/fileadmin/user\\_upload/ht/dokument/Utbildning/doktorand/Forlangningsrutiner\\_FU\\_20181121.pdf](https://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Utbildning/doktorand/Forlangningsrutiner_FU_20181121.pdf)

### Salary increases

Doctoral students receive salary increases at two stages – after completing 120 and 180 credits (that is, when 50 and 75 % of their third-cycle program has been completed). This is equivalent of having held a halfway seminar (50%) and final seminar (75%). The doctoral student must apply for all salary increases on a special form, which has to be submitted to the Faculty Board. The application is to include a Ladok transcript, and the entire application must be signed by the principal supervisor and the Head of Department. The doctoral student is responsible for applying for a salary increase!

The application form is available on the faculties' website:

<http://www.ht.lu.se/utbildning/forskarutbildning/loneforhojning/>

## Research promotion funds for doctoral students

The Faculties of Humanities and Theology offers funding for expenses, "*Ograderade forskares medel*", to each doctoral student. The allocation of such funding must be approved by your supervisor. The finance officer at the department is the person who processes such matters, and is the one to contact. The current amount for doctoral students is SEK 25 000, of which SEK 15 000 are reserved for national and international mobility, study visits and conferences. The rest can be used for purchases of for example literature, analyses etc. after a discussion with the supervisor. For purchases see below.

## The faculties' travel and research grants

Every semester, in February and September, the faculties' issue a call for applications for its travel and research grants that offer funding for researchers and doctoral students. Every grant has a specific purpose, which is described in the call for applications. In order to write a successful application, you should consider the following:

- Clearly state how you intend to use the money
- Explain why this is important for your thesis work
- If the grant is to be used to present a paper at a conference, briefly explain what your presentation is about
- Describe what new important contacts you intend to establish during your study visit
- All applications must include a budget with all costs, including full overhead.

For more information about the different grants, calls for applications, and to apply for grants, visit: <https://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants/faculty-travel-and-research-grants> .

## Other grants and scholarships at Lund University

There are also other grants available at Lund University: <http://www.ht.lu.se/forskning/stipendier-och-forskningsresurser/rese-och-forskningsbidrag/>

## Third-cycle courses

A Swedish PhD programme amounts to 240 credits, of which 60 credits are courses. Different subjects have different demands on what these courses are to entail. In this section you will find general information on which types of courses there are. To learn more about the courses that apply to you, please read the general syllabus for your specific subject.

## Compulsory introduction course

The Faculties of Humanities and Theology give a compulsory introduction course (7.5 credits) in the autumn. More information about this course as well as other third-cycle courses at the faculties can be found on the faculties' website. The course syllabus for the introductory course is available here: <http://www.ht.lu.se/utbildning/forskarutbildning/forskarutbildningskurser/>

## Core course and modules

Every third-cycle programme contains a core course comprised of various modules, amounting to a total of 52.5 credits. Some study programmes include modules that are compulsory, while others only include ones that are selected in consultation with the supervisor/s. Your supervisor/s or other researchers at the department can put together a specific independent study module according to

your field of research, which are often concluded with a paper. A course in teaching and learning in higher education must also be included among the elective modules (see below).

### Compulsory courses in teaching and learning in higher education

The University offers two different courses in teaching and learning in higher education. The introduction course consists of two weeks study (3 credits). The first is course is mandatory and particularly important for those doctoral students who plan to teach.

<http://www.ht.lu.se/utbildning/personalutbildningar/hogskolepedagogik/>

### Courses at other departments, faculties and universities

In consultation with your supervisor, you can take courses at other departments, faculties and universities, in Sweden, or abroad. Such studies may involve a tuition fee, which you must discuss with your supervisor. You may be able to use the faculties' additional funding for this purpose. If the course is offered by a higher education institution other than Lund University, your supervisor or equivalent must arrange for a credit transfer so that these credits are included in your future degree.

When a course has been completed, the main supervisor or the relevant teacher reports information about the course (name of the course in Swedish and in English, the number of credits awarded, date of examination, the name and the personal identity number of the doctoral student) to the Administrator who then makes a preliminary registration of the information in Ladok. When this has been done, the relevant Examiner (appointed by the director of doctoral studies, normally the main supervisor) has to certify the result electronically, whereby the credits become officially registered.

### Credit transfer from a Master's level

It is possible to transfer credits from previous studies at a Master's level. However, this must be applied for in the original application for appointment to the doctoral studentship. In the general syllabus, this is formulated in the following way:

*At the Faculties of Humanities and Theology, students must apply for credit transfer. The application will only be considered if it is submitted together with an application for admission to third-cycle studies. A decision on credit transfer is taken in conjunction with a decision on admission. Credit transfer normally affects the length of the doctoral studentship awarded in the decision on admission. In conjunction with a proposed decision, the relevant department is to propose the length of the doctoral studentship and any credit transfer.*

### Supervision

Each doctoral student starting from 2019 and onwards, is awarded with a total number of 300 hours of supervision, divided over four years. These hours are divided between the main and assistant supervisor as they see fit. The decision about who will become supervisor is taken by the Head of Department, after a discussion between the available supervisors and the doctoral student in question. Normally the supervisor is competent within a broader area of research while the assistant supervisor is someone with a more specific expertise on which the doctoral student can benefit.

If the doctoral student wants an exchange of supervisor, this can be done after a request to the Head of Department. If the supervisor retires, a new supervisor can be appointed, or the former supervisor can continue as emeriti. How the supervision is implemented in detail is planned in cooperation between the supervisors and the doctoral student.

If a doctoral student has not finished his/her studies within the expected four years, and after a longer break wants to restart the studies, this can be done, but needs to be acknowledged by the

departmental board. It is also the board that decided if more supervising hours are to be granted or not.

## Seminars

An important part of third-cycle studies is to participate in research seminars. Doctoral students are expected to actively participate at seminars relevant to their research subject, but are welcome to attend other seminars as well. Seminar participation is to be included in the individual study plan. Each doctoral student has to present his/her topic in at least three different seminars. This is done after a discussion with the supervisor.

1. Doctoral students are expected to present a Research Proposal plan, orally and in writing, for their thesis project. This is normally done at the end of their first semester of study. Here the doctoral student present the aims, purpose, materials and theory/methods that are going to be used in the project.
2. Halfway in the process the student must give another seminar, presenting the work done so far, and a plan for the continuing work. This seminar functions as a checkpoint for the doctoral student's progress. One or two chapters in the thesis/or articles, is presented and discussed.
3. At a compulsory final seminar, with an external reviewer, a preliminary draft of the entire thesis is presented and discussed. The text should be made available for the whole audience. This seminar takes place sometime between 6 and 12 months before the public defence and prepares the doctoral student for the public defence. It also functions as a check of the scholarly quality of the work.

The department's divisions has different research seminars were doctoral students can present their research.

## Final reading

After the final seminar, the entire manuscript of the thesis, which has been adjusted according to comments at the final seminar, has to be read and approved by the main and assistant supervisor, and also by a member of the collegium of supervisors at the department. The doctoral student has to acknowledge the last comments to the manuscript, before finalizing the thesis. The approval of the thesis at the final reading marks the last step before the public defence.

## Doctoral thesis and public defence

The Faculties of Humanities and Theology have formulated instructions on what is to be completed before the public defence. The core information follows below. Follow the link on the page "Doktorsdisputation" for the details [in Swedish]

<http://www.ht.lu.se/utbildning/forskarutbildning/disputation/>

Here you find all instructions you need about the formal requirements in advance of the public defence.

## The doctoral thesis

The doctoral thesis is the main part of your work as a doctoral student. The thesis can either be written as a monograph thesis or as a compilation thesis (consisting of a number of research articles/papers and a summary. In section 5.1 of the Regulations for third-cycle education at the Faculties of Humanities and Theology, thesis's are described in the following way:



1. *Monograph thesis* – a unified, coherent research study that can be part of a research series or published by a commercial publisher. It can also be published as a stencilled copy.

2. *Compilation thesis* – a number of research articles that have been accepted for publication or are of publishable quality, together with a summary that presents the material and research as a coherent research study. Articles with multiple authors may only be included in a compilation thesis if it is possible to distinguish between the respective contributions of the authors.

The choice between writing a monograph thesis or a compilation thesis has to be taken together with the supervisor/s and with regard to the nature of the specific project and the tradition of the discipline.

## Instructions on procedures before the public defence – in chronological order

Below you will find instructions on the mandatory procedures before the public defence.

The faculties provide a grant of SEK 31 000 to cover the expenses associated with the public defence, for example, reimbursements for travel and accommodation for the external reviewer and the examining committee and the fee for the external reviewer (15 000 SEK). The supervisor, not the doctoral student, is responsible for handling this.

### Proposal for an external reviewer, examining committee, and chair of the public defence

– at least 6 weeks before the defence.

The department is to submit a proposal for an external reviewer, examining committee and chair of the public defence. The proposal is to be submitted to the secretary of the Research Programs Board at least 6 weeks before the defence. The external reviewer and examining committee must of course be asked to perform such a duty well in advance; if possible, at least nine months before the defence. The supervisor, not the doctoral student, is responsible for this.

### Electronic registration of a thesis

-at least 4 weeks before the defence.

The mandatory electronic registration of a thesis is done in LUCRIS, at least 4 weeks before the defence, and is to be approved by the faculty secretary.

### Submission of a doctoral thesis

–at least 4 weeks before the defence.

At least 200 copies must be made of the thesis. Special conditions applies if the thesis is part of one of the departmental series.

### Official notification of the date of the defence

–at least 4 weeks before the defence.

The notification of the date of the defence [*spikning*] is mandatory, in order to make the doctoral thesis, as well as the time and location of the defence, public at least 4 weeks in advance. The doctoral student is to book a time with the faculty coordinator. The doctoral student must also submit 80 copies of the thesis, along with an abstract and a notification of submission to the faculty

coordinator. The doctoral student may also provide a list of up to 35 addresses to reviewers, libraries, etc.

### Notification of the date of the defence at the Department

As a supplement to the electronic registration and the official notification (*spikning*) of the date of the defence, the departments perform a ceremony where the doctoral student nails the thesis to a board at the ground floor of LUX.

Please observe that your thesis must be submitted at least four weeks before the public defence!

The faculties' administrative office is responsible for sending the thesis to the external reviewer and examining committee.

### Printing grant from the faculties

Currently, the printing grant from the Faculties of Humanities and Theology amounts to SEK 30 000. For theses written in a language that is not the first language of the author, there is an additional grant of SEK 15 000. The form for applying for the printing grant is available at: <http://www.ht.lu.se/utbildning/forskarutbildning/disputation/doktorsdisputation/>

### Publication of thesis and additional printing grants

The printing grant from the faculties only covers the standard requirements. Some doctoral students may want to print more than 200 copies, or require special printing due to, for instance, photos, or want to publish their thesis through a publisher outside the University. It is the responsibility of the doctoral student to cover all expenses that exceed the faculty grant. However, the faculty grant can be used to partly cover costs for publishing outside the University.

### Publication of thesis in department series

Many of the department's doctoral theses are published in one of the departments own publication series. <http://www.ark.lu.se/forskning/publikationsserier/>. Each series has an editor. You can discuss where you want to publish your thesis with your supervisor. The manuscript must have gone through a final seminar with an external opponent. Parts of the final text should also have been discussed earlier during the PhD program. The editor of each series makes a decision based on the procedures for quality assurance (seminars, peer-review etc.), based on the following:

- That the author contacts the editor well in advance to discuss the conditions for publication in the current series. This must be done before the book is designed.
- That the book undergoes a professional language review, especially in those cases the author writes in another language than the mother tongue.
- That an agreement on publishing is written between the author, the series editor and the Publication series at the Humanities and Theology faculties (for more information, [www.ht.lu.se/skriftserier/om/publicering/avtal/](http://www.ht.lu.se/skriftserier/om/publicering/avtal/)).
- That the author guarantees that no copyright obstacles exist regarding text and images, by copying all given permits to the editor.
- That the editor in good time can review a PDF of the text and cover after layout has been made.
- That the current series name is on the front of the cover and the title page.
- For the archaeological series, a list of previously published publications in the current series is included last in the book.

After the thesis is accepted to a publication series, it has to be printed. If the thesis is to be printed by Media-Tryck at the University, they need to have the manuscript at least 8 weeks in advance of the date set for the defence. The production process at Media-Tryck takes about four weeks, including layout and setting of the text. If it is printed by an external printer, follow their guidelines.

All series are distributed by the Publication series at the faculties ([www.ht.lu.se/skriftserier/](http://www.ht.lu.se/skriftserier/)). In addition to distribution, print-on-demand (only via Media-Press at Lund University) and Open Access is offered. Open Access is recommended. No royalty is paid for publications that are sold. The number of copies is decided in cooperation between the series editor and the author. The department needs at least 30 copies, the Publication series at the faculties at least 20 + a various number for their standing subscribers.

## Publication of thesis by external publisher

There are funders and foundations that offer support to cover the costs of printing (see below). You can also apply for a grant for printing through the faculties' travel and research grants (see above).

Publishers that have published theses from our department:

- Nordic Academic Press
- Vetenskaps societeten i Lund
- Makadam

Funders and foundations that have donated contributions for the purpose of printing at our department:

- Crafoordska stiftelsen
- Elisabeth Rausing's minnesfond
- Gyllenstiernska Krapperupsstiftelsen
- Konung Gustaf VI Adolfs fond för svensk kultur
- Kungl. Gustav Adolfs Akademien för svensk folkkultur
- Nordenstedtska stiftelsen
- Ridderstads stiftelse för historisk grafisk forskning
- Stiftelsen Ebbe Kock
- Stiftelsen Hilma Borelius minnesfond
- Stiftelsen Lars Hiertas minne
- Stiftelsen Längmanska kulturfonden
- William Karlssons stipendiefond
- Åke Wibergs stiftelse

Publishing a thesis through a publisher requires more planning ahead than if you were to publish your thesis through the University. Start planning about two years in advance. It may seem like a long time, but it is often necessary.

## Two years prior to the defence: make a plan for applications

When you have completed half of your third-cycle program, choose about 5–10 funders (for examples, see list above) from which you could apply for printing grants. Make a note of their application deadlines in your calendar (however, this could change from one year to another), as well as the size of the applications of each grant and what they require in terms of documentation

(for example, a project description, CV, offers from publishers, references etc.). Now you have a timetable for when to start your printing grant applications. Begin writing on your applications at least two weeks before the deadline. Save the applications so that you have the option of reusing them.

Two years prior to the defence: make initial contacts with publishers. Choose approximately five publishers of interest to you, which you believe would be interested in publishing your thesis. At this stage, you do not need to ask them if they want to publish your thesis; however, you should consider the following questions:

- Is it possible that they would be interested in publishing your thesis?
- What is the approximate cost of publishing a book of the size you envision your thesis to be? What significant expenses must you consider: colour printing, choice of paper, binding etc?
- How much planning in advance do they need? That is:
  - When do they need a formal request by you?
  - When do they need to see a draft?
  - When do you need to submit the manuscript in order for the book to be finished on time, in accordance with the regulations of the Faculties of Humanities and Theology?
  - What do you get for your money: layout, distribution, advertisement, copyright?

Once you have received answers to these and other similar questions, it is possible to make a time plan for your applications for printing grants and for your further negotiations with the publishers. You should also find out how much funding you will need.

## Research communication

### Doctoral student networks

There is a doctoral student network at the Department in which the doctoral students elect their own representatives. The doctoral student representatives are included in the Department Board, and communicate the doctoral students' activities that take place at the department, such as the doctoral students' coffee/lunch.

### Scholarly communication

Research is not only communicated through the thesis; many doctoral students write articles, papers and/or chapters in anthologies, as well as participate in conferences. Publications written before the thesis defence and conference participation are ways of becoming more visible – nationally and internationally. Discuss with your supervisors how to publish your work and what conferences you should attend.

### Communication with the society in general

One goal of your doctoral studies is to demonstrate the ability to communicate your research to society in general, also outside academia. Different disciplines have different contacts outside the university, and accordingly offer different possibilities for this. Discuss with your supervisor how and where this could be done. One possibility to communicate your research orally is the yearly event *HT-dagarna* or *Arkeologi för alla*.

## Being a doctoral student

Information regarding your employment – for example work environment and health, salary and benefits, leave of absence and sick leave, and terms of employment – is available at <http://www.staff.lu.se>. Below, we have highlighted some of these issues.

### Departmental duties

A doctoral student with employment may be assigned departmental duties (“institutionstjänstgöring”) during his or her doctoral studies, but at most during a period corresponding to 20 % of the total employment period. The doctoral student is compensated by getting an extension of his/her employment with a corresponding period of time (see Application for extension). Departmental duties may include teaching, conference management, administration, enrolment on higher education courses (beyond the introductory course), and the like. The doctoral student discusses with the directors of studies and the main supervisor what available departmental duties might be of interest. This has to be done before the tasks are undertaken – not afterwards. The Head of Department or the Director of Studies makes the formal application. The formal decision is then made by Faculty Coordinator, and the doctoral student receives a copy of this decision. The doctoral student must save the copy: it needs to be attached to the application for extension that the doctoral student will submit later to the faculty coordinator. Please note that it is the doctoral student’s own responsibility to keep track of his or her departmental duties.

A doctoral student is expected to be present at the department and take part of different activities and seminars. Presence at the department is beneficial for the studies.

### Vacation

As a doctoral student, you are entitled to vacation in accordance with current legislation. You must make your requests for Vacation in Primula Web. At least four weeks vacation must be placed in a row during summertime.

### Sick leave

You must always contact your supervisor and/or the Head of Department when you are sick. Once you are back at work, you must enter your declaration of illness for the period you were away in Primula Web (found here <https://www.medarbetarwebben.lu.se> ). If you are ill for more than five work days, you must obtain a physician's certificate.

Doctoral students are granted an extension of their employment that corresponds to the number of registered days of sick leave. However, the doctoral students must apply for such an extension themselves (see under Application for an extension).

### Caring for a sick child

On your first day on leave to care for a sick child, you have to contact Försäkringskassan (the Swedish Social Insurance Agency) to receive temporary parental benefit. Once you are back at work, you must register your leave in Primula Web (found at <https://www.medarbetarwebben.lu.se/> ).

Doctoral students are granted an extension of their employment that corresponds to the number of registered days of leave to care for a sick child . However, the doctoral students must apply for such an extension themselves (see under Application for an extension).

### Staff appraisals

Once a year, usually during the spring semester, individual staff appraisals are held between employees and Head of Department. In general, the questions and issues that concern the doctoral

student's work environment and other aspects of their studies, such as supervision, are discussed at this meeting. Issues pertaining to supervision can of course also be communicated.

### Purchases/Expenses

If the doctoral student wants to purchase anything, ex, books or other items, the *ograduerade forskare medel* can be used. However, it is mandatory to use official suppliers of the University. They can be found in LUPIN. For booking of travels, the University's official travel agency *ViaEgencia* has to be used. All administrative systems, LUPIN, ViaEgencia and others, for various purposes, can be found at <https://www.medarbetarwebben.lu.se/>.

If you have expenses, for purchases or travels, which should be covered by one of your grants, this is registered in PrimulaWeb (at <https://www.medarbetarwebben.lu.se/>). All documents, receipts etc. are handed to the financial officer at the department. Equipment and other objects purchased with grants becomes the property of the University.