
HANDBOOK FOR PHD STUDENTS

at the Department of Medical Biochemistry and Microbiology
(IMBIM)

4th edition – February 2021

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Aim of this handbook

The main goal of this handbook is to give useful, specific, but easy-to-access, information about the PhD studies at the Department of Medical Biochemistry and Microbiology at Uppsala University.

The IMBIM PhD Students Association (IPhA) is responsible for organizing social events as well as representing the voice of PhD students at the department. We also wrote this handbook, an appendix to the IMBIM handbook, tailored to the PhD students at the department.

Throughout this handbook, we try to cover every part that can be of interest to both newly arrived and on-going PhD students, focusing on general things about the degree, what is demanded of you, economical matters, and lots of other useful information. Most of the content here can be found scattered around the [MedFarm webpage](#), but this handbook intends to be an easy-to-read summary with clickable links to further information, when appropriate (and as such, may be best read in digital form). We hope that this booklet helps you through your studies!

All PhD students are most welcome to contact any member of IPhA if you have any questions regarding your PhD, or if you are just looking to meet new people and create new relationships at the department. You can read more about IPhA [here](#). If you have any suggestions or comments about the handbook, or otherwise want to contact us, please write to ipha@imbim.uu.se.

Members of the IPhA Board involved in the writing:

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Uppsala, February 2021

THE ESSENTIALS

For general information about doing a PhD at IMBIM, please see [Information and Documents](#) on the IMBIM webpage. The following is a short summary of key information, and much more info can be found further below.

SUPERVISION

The obligations of your supervisor can be found [here](#).

REPORTING PROGRESS

Year 1 and 3 you have to conduct an annual review meeting with your examiner. The form to fill in during this meeting (obligatory) can be found [here](#).

Approximately half way through your PhD (24 months of 100% time studies) you have to perform a mid-way review. Information about it can be found [for MedFarm](#) (more general), [for IMBIM](#), or later in this handbook.

Information about final thesis submission and defense can be found [here](#).

TEACHING

At IMBIM you are obligated to teach approximately 20%. You can read more about teaching in this handbook, and find the lab-manuals for all courses taught at IMBIM [here](#).

COURSES

You have to take 30 credits worth of courses at IMBIM. You can read more about mandatory and optional courses [here](#). You can find all courses offered to PhD students [here](#).

RESEARCH TRACKS

You have to sign up and belong to a research track. The basic idea behind research tracks is to give PhD students a greater opportunity to meet and interact with other doctoral students and researchers. More information can be found [here](#).

STIPENDS

All available stipends are available [here](#).

To support scientific travel, two relevant grants are the IPhA travel grant (smaller) and the Anna Maria Lundin travel grant (larger). To know more about them, talk to [IPhA](#). More info on the AML travel grant can be found [here](#).

SUPPORT

IPhA has a writing room in C10:319C, book your space in the calendar on each desk, for more information contact [Veronica Hammar](#) or an IPhA member.

IPhA also rent out conferment hats (300 SEK) so you do not have to spend a lot of money to be able to attend the traditional ceremony after your defense. To rent, contact [Veronica Hammar](#) well in advance.

HOUSING

It can be challenging to find good accommodation in Uppsala. Read more about housing options [here](#).

SALARY AND SUBSIDIES

The current PhD salaries (“Doktorandstegen”; PhD student ladder) can be found [here](#).

IMBIM department offers a Wellness subsidy of 2000 SEK annually. Read more [here](#) and remember to [apply](#) for the reimbursement before the end of each year.

IN CASE OF QUESTIONS

IPhA (ipha@imbim.uu.se): IMBIM PhD student association, will help with all PhD related questions or at least direct you into the right direction. You can read more about IPhA [here](#).

Veronica Hammar (veronica.hammar@imbim.uu.se): administrator responsible for PhD related questions.

Tanel Punga (tanel.punga@imbim.uu.se): IMBIM's director of PhD (third cycle) studies, overarching responsible.

Catharina Svensson (catharina.svensson@imbim.uu.se): head of the IMBIM Department

THE PHD JOURNEY

1. WHAT IS A PHD?

A Doctor of Philosophy degree (PhD) is an academic degree, which in general comprises the mastery of a specific subject and the extension of the body of knowledge about that subject. The program should comprise (at least) 240 credit points for a doctoral degree and it is made up of a number of courses and a written thesis and its defense.

Your time as PhD should teach you to be able to plan, think critically and make you be able to handle responsibility. The goal is that you will become an independent researcher and that you are prepared to work on different professional tasks either in academia, industry, the health care sector or the government.

The goals for third-cycle education:

- a good subject knowledge of a research domain
- a capacity for independent and critical thinking
- skills in scientific methods and modes of working
- an ability to identify interesting and researchable problems
- pedagogical skills and an ability to express oneself in speech and writing
- a capacity to work in an international context
- a good ability to understand and deal with ethical issues in research

The normal duration of the PhD studies at IMBIM is 4 years of full-time (100%) study. This time might be extended for a few months (maximum 10 months) due to your involvement in departmental duties (for example teaching and/or participation in university associated boards).

2. SUPERVISION

The collaboration between you and your tutor will go on for several years, sometimes intensively and under great pressure. It's therefore very important that you have a good relationship.

At IMBIM all admitted PhD students must have two supervisors, a principal supervisor who has primary responsibility for the program and an assistant supervisor. One of the supervisors should be at least an associate professor.



The supervisory duties can be summarized as:

1. Ensure that the doctoral student acquires the knowledge specified in the study plan.
2. Ensure that adequate resources for the project are made available to the doctoral student at the department.
3. Facilitate the doctoral student's participation in relevant postgraduate courses, symposia and conferences according to the individual study plan.
4. Support, encourage and be available for discussions with the doctoral student to the extent stated in the study plan.
5. Have a yearly meeting with the PhD student assessing the progression of the project work in question.
6. Help to expand the doctoral student's horizon and contact network at the department by encouraging the doctoral student to present the project in seminars starting early in the project and subsequently at regular intervals.
7. Ensure that the dissertation project progresses at a reasonable pace so that the work is completed within the stipulated time. This is best accomplished through ongoing and close contact in the research project.
8. Be responsible for and take the initiative to conduct and document annual follow-up and mid-way review.
9. Determine when the dissertation project is ready for public defense. It is primarily the responsibility of the supervisor to assess when the dissertation fulfills the demands that can be placed on an academic thesis regarding both quality and scope (it is the opinion of the faculty board that all subprojects in the dissertation must meet the scientific and formal criteria for publication in recognized international scientific journals).
10. Together with the department chair, propose a faculty external examiner and members of the defense committee, and inform the doctoral student about the public defense rules.

Supervision and commitments should be clearly defined in the individual syllabus. It is therefore important that you and your supervisor determine at an early stage what expectations you have on each other, and that you review how each of you has lived up to his or her commitments as part of the annual follow-up of the syllabus. More info about supervision and relevant forms can be found [here](#).

If you experience any problems with your supervisor, you are welcome to contact Tanel Punga and he will help you with what to do next. You can also contact [Veronica Hammar](#) or [IPhA](#) who are happy to help if you are unsure who to turn to.

3. TEACHING



For most graduate students at IMBIM up to 20% of the salary is paid from the department's teaching grant (different % in individual contracts might apply). The corresponding work is usually done in the form of preparation and supervision of student labs and correction of lab reports of the practical part of courses taught at IMBIM.

As a teaching assistant you are an important part of Uppsala University's education system. The same time as you are representatives of Uppsala University and IMBIM providing teaching for the students, you yourself develop important skills in your future academic or industrial careers where pedagogical skills gain in importance.

The graduate students with 20% teaching duties should perform ~45 days of teaching every year. By the end of your PhD you should have acquired up to 180 days (teaching points) depending on the percentage of your teaching duties. Preparation time and time spent on correcting lab reports is taken into consideration; you are compensated for the entire time away from your normal studies.

There are many courses taught at IMBIM. Teaching in English is usually not a problem, and almost all lab manuals are in English. Our courses include: *Genetic techniques, Clinical bacteriology, Infection biology, Heparin, Lac operon, DNA preparation, Cloning, Phosphorylase, Acid-Base, Hemoglobin, Enzyme kinetics, Cell respiration, Protein separation, Migration, Molecular Virology, and Protein structure*. The responsible course coordinators for these courses are listed further below.

HOW TO KNOW WHAT TO TEACH

Before each term, a list stating the teaching duties for each PhD student is sent out. On the list, you can find the points (number of days) that are earned by each course and a balance of remaining points needed to finish your teaching duties during your PhD. It is a good idea to also keep track of this number personally, so no compensation is lost by mistake during administration. If that would happen, or for other questions about compensation, talk to [Tanel Punga](#).

! Not all PhD students teach this way (e.g. virologists generally teach students bench-side in their own lab). However, if you feel like you are not teaching as much as you are supposed to (generally 20%), contact Tanel Punga as soon as possible in your studies.

RESPONSIBLE TEACHER

After teaching a course for a couple of times, you might be assigned as the responsible person for that course (indicated by your underlined name on the list of teaching duties). The PhD student bearing the main responsibility for a lab should:

- 1) Well in time before the lab (>2 weeks, or even >4 weeks), check that the necessary chemicals are available (and not in use by another lab!) and, if not, ask the lab manager [Eva Gottfridsson](#) to order them.
- 2) Organize a pre-run of the lab at which the other involved teaching assistants must take part.
- 3) Get the final time schedule and student's group list for the lab from the respective course responsible (see table below) and divide the teaching tasks between the assistants.
- 4) Ensure that an attendance list and a list of passed lab reports is delivered to the respective course secretary or responsible course coordinators at the end of the lab.
- 5) Report to the course responsible (see table below) about observations that may lead to changes in the way the lab is done.

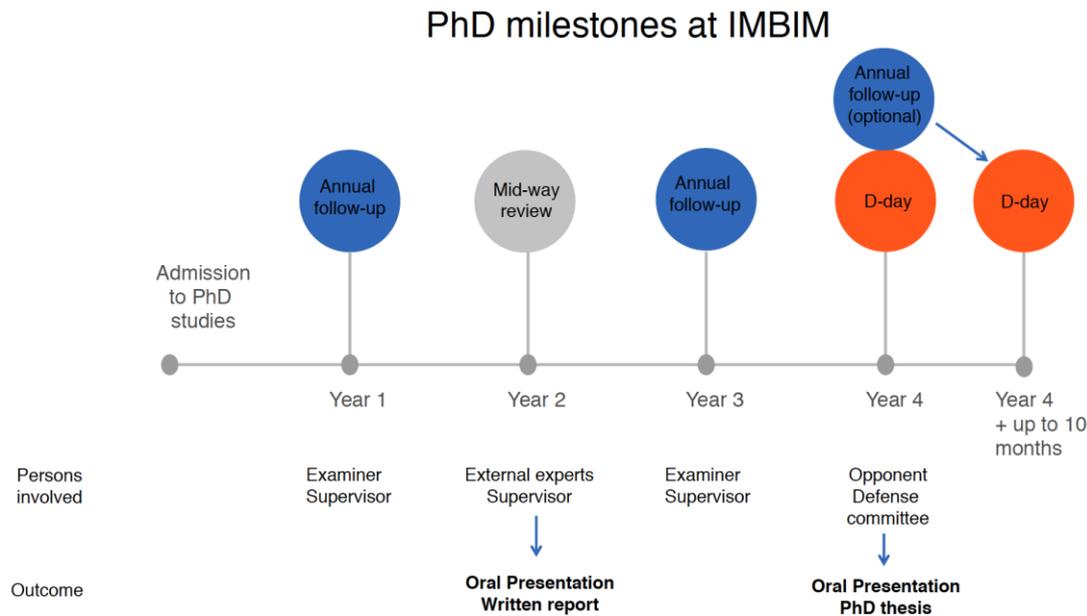
The following teachers have the overall responsibility of the respective lab:

Course (Swedish name)	Responsible teacher
Klinisk bakt	Lionel Guy
Infbiol	Mikael Sellin
Bakt-im	Dairmaid Hughes
Bakteriologi	Linus Sandegren
Koalugation, Heparin	Jin-Ping Li
Lacop, DNAPrep, Klon, Fosforylas, Proteinsep, Lipid, Spektrometri	Birgitta Tomkinson
Hemoglobin, Celand	Dorothe Spillmann
Migration, VBE-Cellsign	Aris Moustakas
Proteinrening, Protbind, Enzkin, Syrabas	Per Jemth
Molecular Virology	Tanel Punga

Generally, updated protocols and lab-manuals for the above labs can be found in Eva Gottfridsson's office or [here](#). All lab instructions should be updated and uploaded in a specific folder for each lab, which will be the master folder for that lab. Do not use your own or old copies of the protocols.

4. REPORTING PROGRESS

During your PhD, you will report your progress during annual follow-ups, your mid-way review, and during your defense (D-day). Below is a timeline with roughly when these will happen, and the text following include descriptions of each.



THE EXAMINER

Every PhD student at the Disciplinary Domain of Medicine and Pharmacy (Medicinska och farmaceutiska fakulteten) is assigned an examiner upon registration. At IMBIM, the examiner should be "external", i.e., chosen from another lab/corridor but from the same department. The idea is that the examiner should provide an outside view of the progress of the PhD work, and also serve as a discussion partner both regarding science and in any potential issues between the PhD student and the supervisor that may require an independent opinion.

The general role of the examiner's is:

- Serves as discussion partner regarding research & potential conflicts
- Participates in the annual follow-up (year 1 & year 3 at IMBIM)
- Examines/approves the PhD student's credits

The examiner, as well as members of the evaluation committee (betygskommitté), are allowed to act as chair-persons during the dissertation. However, also other senior scientists can serve as chair-persons.

YEARLY MEETINGS

A formal annual follow-up of the PhD student's progress takes place as a discussion between supervisor and student. This discussion must result in the filling out of a special form, which first should be signed both by supervisor and student. After this, the student should meet with his/her examiner to discuss if there are any doubts or unresolved questions. The examiner

then also signs the annual report and the student hands the form over to Veronica Hammar for registration in Ladok.

Download the form for the annual follow-up [here](#).

Approximately two years after PhD registration, the annual follow-up is substituted by the compulsory mid-way review or licentiate exam. Thus, the following takes place depending on how long you are planning on studying:

- 4 year study period: 2 annual follow-ups + midway review
- 5 year study period: 2(3) annual follow-ups + midway review

Veronica Hammar will remind students, supervisors and examiners when the annual follow-up is approaching. It is the responsibility of the student to make sure the annual follow-up takes place and that the signed forms are sent to Veronica Hammar.

MID-WAY REVIEW

A mid-way review shall be carried out midway through the program as part of monitoring of postgraduate studies. This mid-way review can be either in the form of a licentiate degree (if not continuing to a PhD, more information below), or according to the following guidelines:

1. The scientific work must correspond to at least 60 higher education credits. It can be presented as one or more manuscripts/off-prints framed by a text of 20 pages or as a monograph of about 30 pages. Printed copies of the report should be available at least three weeks ahead of the planned mid-way review/presentation and be sent to the chair of IMBIM as well as the committee and the administrator in charge.
2. All mandatory courses must be completed. In the event that no places have been available for certain courses, an exemption will be made regarding this requirement.
3. A research plan of not more than three (3) pages for the remaining two years of work is to be appended to the minutes.
4. An assessment panel is to be appointed, consisting of three members, at least two of whom are associate or full professors. One of the members will chair the panel. No more than one member may represent the IMBIM. The assessment panel and its chair have to be confirmed by Tanel Punga. The mid-way seminar has to be led by the chair. The midway review consists of, in equal portions, a seminar given by the doctoral student, a public discussion led by the assessment panel, and a closed-door discussion between the assessment panel and the supervisor(s).
5. The grade of Pass or Fail is to be given following deliberation in the assessment panel. The minutes must be sent to the Office of the Faculties of Medicine and Pharmacy, Box 256, 751 05, Uppsala.
6. The scientific works are to be archived at the department. The department must report the mid-way review in Ladok (Routine SA92). In the event of a failing grade, the doctoral student has the right to be examined again within six months. For specific information about the mid-way review please talk to [Veronica Hammar](#).

Don't forget to apply for the 50% completion pay-raise after your successful mid-way presentation (read more in 'Salary' below)!

A good summary of what you are supposed to do regarding your mid-way progress report is found [here](#). More information about its rules and regulations, as well as pertinent forms can be found [here](#).

5. DEFENSE

When it is time to defend your work of the previous four years, there is quite a lot of preparation to do. General information about the defense can be found [here](#).

SCHEDULING THE PUBLIC DEFENSE

A time and date for the public defense of a doctoral thesis shall be scheduled in the public defense calendar. This does not apply for a licentiate/mid-way seminar. For help, please contact [Veronica Hammar](#).

Access the calendar [here](#) (login information is required). In the calendar, the doctoral student may set a primary date and a backup date, i.e., the time when the public defense is intended to be held. The primary date will be fixed, and is removed only if the doctoral student accesses the public defense calendar to remove it. Besides the primary date, it is possible to schedule a secondary date for your public defense, in case the primary date for some reason proves to be unsuitable. A secondary date must lie at least six months ahead. A secondary date is valid for two months from the date it was scheduled. For this reason, the secondary date must be renewed before these two months have elapsed to avoid automatic cancellation of this secondary date.

Scheduling should be done well in advance, i.e. 12 months before the public defense. Note that dates in popular months (e.g. May) fill up very quickly.

APPLYING FOR THE PUBLIC DEFENSE

[The electronic application](#) for public defense are to be sent to the Committee for Third-Cycle Education so that they may be considered at a meeting no later than 12 weeks before the planned date of public defense (the application needs to reach this committee 12 days before the actual meeting).

Before a final proposal is submitted to the committee, the department/supervisor is to consult with a representative of the committee (though not the chair). At IMBIM, the person to contact is [Per Jemth](#).

The consultation should raise the following points:

- Choice of faculty examiner
- Composition of the examining committee



- Issues of disqualification
- Constituent papers for inclusion

A manuscript shall also be submitted, in publishable form with completed figures, tables, etc. [Here](#) you can find full instructions, forms and e-application for public defense of a doctoral thesis.

APPLICATION FOR LICENTIATE SEMINAR

Applying for a licentiate seminar is in many ways highly similar to applying for a public defense (see above) with some minor alterations, including:

- [The electronic application](#) for licentiate seminars are to be sent to the Committee for Third-Cycle Education so that they can be considered at a meeting no later than 6 weeks before the planned date of the licentiate seminar.
- There will be no a single opponent but a defense committee consisting of 3 persons.
- The licentiate thesis is printed in a low copy number.

[Here](#) you can find more instructions, forms and e-application for licentiate seminars. For help, please contact [Veronica Hammar](#).

6. CONFERMENT CEREMONY

Once you have completed your PhD studies you have the right to register and attend the conferment ceremony at Uppsala University, where new PhDs receive the symbols of honor: a ring (optional), a diploma, and hat/laurel wreath. You can attend this ceremony within three years after your defense. Of course, the ceremony is completely optional, but is recommended to celebrate the great achievement of completing your PhD!

To attend this ceremony, you have to wear a special Medical Faculty doctoral hat. You can buy one to keep, or you are welcome to rent one from IPhA (read more in 'support' below).

More information about the conferment ceremony can be found [here](#).

7. SUPPORT

[IPhA](#), the IMBIM PhD student association, will help with general PhD-related questions and point you in the right direction. For additional, more specific support, see below.

RESPONSIBLE PERSONS FOR THE 3RD CYCLE STUDIES

For specific questions, you can contact the following members of the IMBIM department:

- [Tanel Punga](#), director of third circle studies (PhD studies)
- [Veronica Hammar](#), administrator responsible for PhD related questions.
- [Catharina Svensson](#), Head of the Department

WRITING OFFICE

To help in the process of writing final thesis, mid-way review and/or licentiate thesis, IMBIM has a dedicated office with three seats that can be booked by PhD students at the department. This office is located in C10:319C. Bookings are only allowed for full-time writing and are

limited to three months for PhD thesis and six weeks for licentiate thesis or mid-way review. PhD thesis writing has preference over mid-way or licentiate reports. Booking calendars and rules can be found at the dedicated room. If you have any questions about this please contact [Veronica Hammar](#).

CONFERMENT CEREMONY HATS RENTAL

To promote and facilitate the participation in the ceremony, our department owns several of these hats to be rented to IMBIM PhD graduates at a very affordable price (300 SEK). If you wish to rent one of them please contact [Veronica Hammar](#).

APPLICATION, FUNDING AND EMPLOYMENT

1. APPLICATION TO THE PROGRAM

Postgraduate positions are posted on the [University's home page](#) (jobs and vacancies) or on the [department's home page](#). Information on how to apply for each position is also provided there. If you're interested in a particular subject, you can also contact the department in question directly.

More information here: [Program information](#).

FORMAL REQUIREMENTS

You have **general** entry requirements for admission to postgraduate (third-cycle) studies if you have:

- been awarded a second-cycle qualification;
- fulfilled course requirements totaling at least 240 credit points, of which at least 60 credit points were at the advanced level (were awarded in the Second-cycle); or
- in some other way, either in Sweden or abroad, acquired knowledge equivalent to points 1 and 2 above.

You have **specific** entry requirements for admission to postgraduate studies if you have:

- fulfilled the requirement for a pass grade in English course B or equivalent. In other cases the application must include a certificate of a pass grade in an IELTS, TOEFL or equivalent test.
- educational qualifications at the advanced level or equivalent which are relevant to the research area of the dissertation.

LANGUAGE REQUIREMENT

Since a large part of the program and the scientific communication is in English, a good knowledge of English is also required. For students from the Nordic countries, a pass grade in English B is the minimum requirement. If you are not from a Nordic country and have not had your education in English, the minimum requirement is to have passed an English test ([IELTS](#) or [TOEFL](#)). A minimum of 6.5 points is required for the IELTS and 79 points for the internet-based TOEFL test (iBT) or 550 for the paper-based TOEFL test (PBT).

UTILITY CRITERION

The selection from among the group of applicants who fulfill the requirements for basic and special eligibility shall take into account the applicants' ability to make use of the education. The assessment criteria used in the selection are:

- the applicant's documented knowledge in subjects relevant to the research area.
- the applicant's analytical skill, possibly substantiated by a scientific report, a paper, degree project, or similar.
- the applicant's other documented knowledge which is significant for the postgraduate program.

2. FUNDING AND STIPENDS

Starting from your first year of your PhD studies, you are supported by a PhD position (doktorandtjänst) for the study period of four years. As you are admitted as a PhD student, an individual syllabus must be drawn up in which the funding of your entire program is detailed. Any sponsors, and plans for your employment must be presented here.

Additionally, your funding can be complemented by up to 20% employment as assistant throughout the program. Depending on the department's demand on the PhD student to participate in teaching activities or to carry out other general tasks, the PhD student will be compensated during the last year (i.e., normally after the initial 4 years). This is normally done by a prolongation of the "doktorandtjänst" equivalent to the exact days spent teaching (up to 20% of the total study period). This is regulated in your individual syllabus. In case the student is supported by external stipends, the student will receive support up to the level corresponding to the income after taxes which would be the result should the student be employed on a "doktorandtjänst".

You can read more about the guidelines for funding and the description of the conditions that apply for scholarships, grants, insurance etc. [here](#).

STIPENDS

There are lots of stipends for PhD students! You can find all available stipends [here](#).

As a PhD student at IMBIM, you can apply for the IPhA travel grant! This is a smaller sum but is likely to get if you participate in making IMBIM better e.g. by representing PhD students in a board. Contact [IPhA](#) for more information on how to apply.

Another important and interesting option is to be a member of the Student Nation [Smålands](#), where if you have been a member for at least two semesters before, in the third semester you can apply for a travel grant ([Anna Maria Lundin travel grant](#)). They are quite generous with their support and this is in general a very convenient way to support your conference attendance.

3. SALARY

The salary during your PhD studies follows a ladder, which is negotiated annually by the trade union at the university. All PhD student salaries follow the ladder; if you are funded by a grant, IMBIM will pay the remaining sum.

Updated information about the salary ladders can always be found [here](#), but as of 2020/2021, the salary of a PhD student is:

- Year 1: 27 300 SEK/year
- Year 2: 28 100 SEK/year
- Year 3: 28 500 SEK/year
- 50%: 30 200 SEK/year → apply immediately after your mid-way review
- 80%: 32 900 SEK/year → apply immediately after 4 years

For applying for the 50/80% increase, or for questions regarding your employment, or generally about salary and rights, contact [Rehné Åkerblom](#). For strictly financial questions, such as salary payment confirmations, contact [Malin Rask](#).

COMPENSATION FOR ACTIVE PARTICIPATION IN BOARDS

Participation in university associated boards (e.g. IMBIM board, Medical PhD Student Council, etc.) will not be directly compensated in salary, but the total time for completion of your PhD studies can be extended a certain number of days depending on the duration of your participation. For specific details, read [this](#) document (only available in Swedish) or talk to [Tanel Punga](#).

4. INSURANCE AND BENEFITS

As an employee you are entitled to a range of benefits, including paid holidays, sickness benefit and paid parental leave. You are also entitled to paid leave in connection with funerals of relatives, moving accommodation and medical appointments.

For information about your benefits and salary at the department you can contact HR administrator [Rehné Åkerblom](#).

HOLIDAY

For holidays, you can choose to have your holiday days all in a block or having to report them individually in advance on [Primula](#). The number of days per year depends on your age, but in general these are:

- Until you turn 30: 28 days
- From the year you turn 30: 31 days
- From the year you turn 40: 35 days

For each year, days exceeding 20 days of holidays can be saved unused to use on further years. In case of illness, you are entitled to sick pay leave from the university during the first

14 days. After that you will receive the benefit from the Swedish Social insurance Agency ([Försäkringskassan](#); see below).

SOCIAL INSURANCE

If you live or work in Sweden you can register with your personnummer at Försäkringskassan. This agency administers social insurance and makes sure that you get the benefits you are entitled to. Some of the benefits that you can get by registering at Försäkringskassan are: child allowance, housing allowance, sickness benefit, dental insurance and rehabilitation allowance. This is also the place where you get the European Health Insurance Card that will give you health benefits in the EU-region during your travels.

A lot of information can be found on their [webpage](#) and registration can be done filling this [form](#).

WELLNESS SUBSIDY

As a PhD student with an employment position (doktorandanställning) you are entitled to claim up to 2000 SEK per year (or 1000 SEK per term) wellness subsidy that can be used for wellness activities (e.g., training membership at a gym). To receive the full level of contribution you need to be employed for the whole period that the card is valid for, otherwise a proportional reduction will be made. To get the reimbursement for wellness activity you have to save the receipts of the purchase and register your expenses for wellness subsidy in [Primula](#) according to the [guidelines](#).

Remember that many training- and sport-centers offer student discounts open even to PhD students! Studenthälsan, for instance, has one center called [Campus1477](#).

HEALTHCARE ALLOWANCE

As an employee, PhD students are entitled to claim payment contributions from the University for medical care (e.g., visits to the doctor and hospitalization) and the purchase of prescribed medicines, but receipts are required for compensation. In order to receive an allowance for medicine, ask for a recipe specification at the pharmacy. Manuals and user guides can be found [here](#).

OCCUPATIONAL HEALTH SERVICE

Uppsala University employs occupational health services to prevent work-related illness, injuries and disease, as well as help individuals begin rehabilitation and return to work as soon as possible. If you are suffering from muscular and similar problems because of your work (posture, repetitive movements, etc.) you can get up to 3 visits/year with no cost for you to the physiotherapist at [Feelgood Företagshälsovård AB](#). Get in contact with them to get an appointment and more details about the offer.

They also offer psychotherapy that will help you in case of stress and work related problems.

COMPENSATION FOR EXPENSES IN HEALTH CARE AND MEDICATION

As an employee you are entitled to claim payment contributions from the university for your visits to the doctor and the purchase of prescribed medicines. For that you have to keep the tickets and ask for compensation via [Primula](#).

5. UNEMPLOYMENT AFTER YOUR PHD

In order to get any unemployment insurance paid to you, you have to register yourself as unemployed at the Swedish unemployment agency, [Arbetsförmedlingen](#), as soon as your contract expires. The registration is dependent on your visa and personal number (personnummer), work permit, (being a PhD student is not considered as work), if you are from an EU member country, if you previously have lived in an EU country etc.

Further information can be found at <http://www.aea.se/>.

BASIC UNEMPLOYMENT INSURANCE

Everyone working in Sweden is eligible for basic unemployment support, at a low rate. It is however recommended to join the unemployment insurance (a-kassan), which gives you the opportunity to receive payments based on your salary.

! If you are a member of A-kassan for at least a year before the end of employment, you are entitled to up to 80% of your last salary for 300 days after unemployment started.

ADDITIONAL INSURANCE

The insurance of choice for academics is [Akademikernas A-kassan](#) (AEA). To join AEA you must be a graduate with a university degree. The fee is 110 SEK per month. It is also recommended to further join a union. Academics are usually members of the Statens fackförbund (ST's), which is the union for people working for governmental entities. With a membership in a union, the unemployment insurance can be as high 80-93% of your last salary.

! Here again, you will have to be a member for at least 12 months, with a monthly fee ranging between 50-200 SEK.

CREDITS

As a PhD student at IMBIM, you must attend scientific theory studies of at least 30 credits (sw. *högskolepoäng*; hp). Of these 30 hp, at least 15 hp have to come from courses. The rest of the points are to come from seminars, presentations at scientific meetings and literature studies. All credits included in your program must be specified in the individual syllabus, and be

reported to Ladok. That said, the specification can be pretty general, saying for example “seminar series, 10 hp; book courses, 5 hp”.

[Veronica Hammar](#) is the person responsible for reporting the credits into Ladok. You can report all your credits using the forms [here](#).

1. COURSES

A list of the courses given at the Medical Faculty 2021 can be found [here](#). There is also a range of external courses offered at the PhD level at other Swedish universities found [here](#).



Courses for which a pass grade has been received must be documented in Ladok. Talk to the person responsible for the course so that they report the credits to IMBIM. Contact [Veronica Hammar](#) to check if they are reported or if you need to apply using a specific form.

! Some of the courses are mandatory; note that these courses are **required** to be finished before you do your midway-review or licentiate!

MANDATORY COURSES FOR ALL

These courses are mandatory at IMBIM:

- “Introduction to Doctoral Studies”, 1.5 hp. This is a web-based course that you can take at any time. It has to be finished before you take the “Introduction to Scientific Research” course.
- “Introduction to teaching”, 1.5 hp. This is an introduction to the teaching that is required of you, and includes important information regarding interaction with your students.

You also are required to take either **one large course package**:

- “Introduction to Scientific Research”, 9 hp. This includes:
 - “Research Ethics and Philosophy of Science”, 3 hp.
 - “Scientific Presentation”, 2,5 hp.
 - “Introduction to Biostatistics”, 3,5 hp.

...or **all of these three small courses**, separately (totalling the same 9 hp):

- “Research Ethics and Philosophy of Science”, 3 hp.
- “Scientific Presentation”, 2,5 hp.
- “Introduction to Biostatistics”, 3,5 hp.

MANDATORY COURSES IF USING ANIMAL MODELS

If you use laboratory animals in your research, you also have to take the relevant laboratory animal science course. For example, if you will use mice or rats or rabbits in your research, you should take:

- “Laboratory Animal Science - Rodents and lagomorphs”, 3 hp.

Other available Laboratory Animal Science courses are:

- “Laboratory Animal Science for Researchers - Fish”, 3 hp.
- “Laboratory Animal Science - Birds”, 3 hp.
- “Laboratory Animal Science - Aquatic Amphibians”, 3 hp.
- “Laboratory Animal Science for Researchers - Pig”, 3 hp.

If a PhD student only uses data/material from animal studies then they have to take the course ”Svensk lagstiftning & etik,djurvälfärd & 3R (1 hp) + theory course about animal research (1 hp). Both are internet-based courses.

If a PhD student carries out animal studies by him/herself (under supervision), in addition to the aforementioned courses a practical animal course has to be taken (1 hp)

If a PhD student carries out animal studies by him/herself without direct supervision, in addition to the aforementioned courses a practical examination has to be carried out by a qualified teacher (0.5 credit)

MANDATORY COURSE IF USING RADIOACTIVITY

If you plan to work with radioactive substances in your projects or plan to work in an environment where radioactive substances are handled you also have to take a short course to know the techniques and associated risks:

- “Radiation Protection Fundamentals”, 1.5 hp.

Uppsala University provides a one-day course called “Radiation Protection Fundamentals” which consists of lectures and a given assignment. For more information you can contact the Radiation safety officer at IMBIM [Dorothe Spillmann](#).

LANGUAGE COURSES

Currently, language courses do not give you any credits but can be done outside the curriculum. Good courses include:

- [Swedish for Academics \(Level 1-4\)](#)
- [Intensive Basic Swedish](#)
- [Swedish for immigrants \(SFI\)](#)

2. OTHER THEORY ELEMENTS

The remaining approximately 15 hp can consist of literature assignments, seminar activities including the postgraduate student’s own seminars, presentations at congresses etc. If you want credits for a theory element that is not a course, but e.g. a conference or some literature studies, your supervisor has to pass you, and then you report the credits to [Veronica Hammar](#) with a special form found [here](#).

SEMINAR SERIES

- The IMBIM seminar series (Genomics, Tumor Biology, IMBact, Immunology).
- The SciLifeLab The Svedberg seminar series.
- IMBIM days.

The amount of points given is 1 hp per 20 attended seminars and 0.5 hp for oral presentation in the seminar. You need a record sheet (SRC-Seminar Record Card) for this which can be found [here](#).

MEETINGS AND CONFERENCES

International scientific meetings and open Swedish meetings with oral or poster presentation will be rewarded with 1.5 hp. Only attending a conference (without poster/presentation) gives you **0** credits. You need to record this using the document found [here](#).

LITERATURE STUDIES (“BOOK COURSES”)

You can get 1 hp per 200 pages. This must be arranged beforehand with your supervisor, who will decide the strategy to evaluate the study of the literature. You need to record this using the document found [here](#).

You get no credits for reading academic research papers.

RESEARCH TRACK

The basic idea behind research tracks (RT) as part of doctoral-level education is to give doctoral students a greater opportunity to meet and interact with other doctoral students and researchers at the two faculties of the Disciplinary Domain of Medicine and Pharmacy. More information can be found [here](#).

To fulfil the requirement & obtain credits from RT, the following is required:

- Participation in two (2) thematic events
- Presentation* in an international conference within a field relevant to the RT
- Formal courses under the theme of the track totalling at least 5 credits

A completed track is formalized as a course (e.g., "Infection research track") and provides 1.5 credits. This will also be mentioned specifically on your diploma after you finish your studies. You can change from one RT to another, but only one RT will be mentioned on diploma.

! As of January 2021, you have to register at RT but you do not need to finish it (due to them not being completely set-up yet). More information about this in the link above.

OTHER USEFUL INFORMATION

1. THE IMBIM HANDBOOK

This handbook is an appendix to the IMBIM Handbook, containing a lot of information and rules that apply to all employees at the department. This document should be read carefully during your first week at the department and consulted if questions arise during your work. You can find the IMBIM handbook [here](#).

OTHER DOCUMENTS

The following link are good complements to both handbooks:

- [“PHD studies at IMBIM”](#) (a PowerPoint presentation by Tanel Punga)
- [‘Handbook’ for PhD students](#) via the Swedish Council for Higher Education website:
- [SFS](#), The Swedish National Union of Student’s PhD student committee:
- Good info is also found here: <http://www.uppsalastudentkar.se/doktorand>

2. SOCIAL LIFE

IPhA

When you join the department of IMBIM as a PhD student, you become a member of the IMBIM PhD Association (IPhA). It costs nothing, and you are welcome to join our events and seminars that are focused on PhD students, but often is a great opportunity to get to know most of your co-workers! We usually host a few events each semester, announced via email.

IPhA is also the ears and mouth of IMBIM PhD students at the department and faculty, representing you in the different boards. You can read more about us [here](#). If you have any question about your PhD that slightly more experienced people in the same situation as you can probably answer, feel free to contact [us](#)!

! If you are interested in taking a more active part of the department by joining the board of IPhA, you are welcome to talk to us by email, join our monthly meeting (announced via email), or simply join an event and talk to us there. We look forward to meeting you!

NATIONS

The “nations” are part of a very old tradition in Uppsala (stemming from the 17th century!). A nation is a student association, with pubs, lunch cafeterias, libraries, formal balls, clubs, and theatre, music and sports activities. They are by students, for students, and are therefore entirely student-run. They are called nations (as in “common heritage”) because they traditionally only allowed students from a specific region of Sweden to join, a region they are still named after - but nowadays they are very open to all members, from everywhere!

With 13 student nations to choose from, student life at Uppsala is something quite special in Sweden, with the nations as the core. They are great for meeting new people, host many events, and also run very popular bars and clubs. Many nations have their own housing

program. Some run attractive lunch offers, if you are in town and looking for something basic but filling. Become a member [here](#) to get access to all these perks (cost is around 300 SEK per semester)!

Note that the nations are open to all students at the university, and as such may contain the occasional 19-year old (if you are hypersensitive to those).

Read more here:

- <https://www.uppsalainternationalstudents.se/what-are-nations>
- https://www.uu.se/en/admissions/study-and-live-in- uppsala/the_student_nations/
- <https://nationsguiden.se/en>

3. HOUSING

It is difficult to find an apartment in Uppsala. In many cases you have to be on a queue for several years, so register as soon as possible!

! Note that since you are both a student and employee at the same time, you may apply for both student- and employee-specific housing opportunities.

Good websites to find housing:

1. [Uppsala Bostadsförmedling](#) (unified queue system for most renting agencies in Uppsala)
2. [Studentstaden](#)
3. [Akademiförvaltningen](#) (decide for student or employee queue – you can only stand in line in one of them and if you want to stay after your PhD studies, the employee line could be better suited).
4. [Uppsalahem](#) (not special for students)
5. [Rikshem](#) (also not special for students)
6. [Majklockan](#)

You can also check at:

- <http://www.uppsalastudentkar.se/international-students/life-sweden/housing>
- <http://studentboet.se>
- <https://uppsalastudent.com/en/bostader/> (your student nation).
- www.housingoffice.se

SECOND HAND

You can also find somewhere to live through a popular second-hand renting market; [Blocket](#) (change language at the bottom). This is also a good option for renting short-term, e.g. a month or two before you get another contract.

Occasionally, second-hand offers are also circulating on the employee email lists. Ask your supervisor or other group members if they know of any recent ones.

4. NEW IN UPPSALA/SWEDEN

GENERAL INFO

For general, updated information, look here (and look around):

- [Uppsala University](#)
- [Uppsala Studentkår](#)

LANGUAGE

Be aware that the university, the faculty or the department pays a Swedish language course for foreign students, at least a basic one.

The following links may help with the Swedish language:

- [Swedish for exchange students and national Swedish test](#)
- Swedish for foreigners:
 - <https://utbildningsochjobbcenter.uppsala.se/utbildning/ny-i-sverige/sfi-office/>
 - <http://www.uu.se/en/about-uu/join-us/language-courses/>
- [Free online course in Swedish for beginners](#)