

Ph.D. and Post-doc guide for life at Lund University

Email us: ndr@ldk.lu.se
Find us:
<http://www.ldk.lu.se/ndr>

1. INTRODUCTION

There are a lot of new things to consider when you begin a PhD at Lund University, especially if you are new to the university or even the country! This guide aims to put lots of useful information into one place so it is there to refer back to during your studies. It is not fully extensive so there may be gaps and omissions. The guide is aimed at all new PhD students (especially those who may be unfamiliar with Sweden) at the Faculty of Science, so will not focus on department specific details.

2. THE FACULTY OF SCIENCE

You have been admitted to the Faculty of Science. As of 2019, there are a total of 1025 employees of which

- 143 professors
- 410 other researching and teaching personnel
- 400+ PhD students
- 176 tech/administrative staff

and about 2800 students. The education and research activities are carried out at ten departments and equivalent units, based in the northern part of the university campus. The Faculty holds a compulsory PhD introduction course once per year which introduces a number of key staff members and provides more information about completing your PhD studies. The office for the Faculty of Science administration is Astronomihuset, Sölvegatan 27, Lund.

3. WHO WE ARE

This guide is compiled by the NDR working committee. The NDR is the Science Doctoral Student Council. We are six PhD students from different departments at the faculty and we work with issues raised at our annual NDR meeting, as well as, discuss other questions that comes up at the Faculty level. We also organize social events for PhD students at the Faculty.

The NDR then forms a part of Lunds Doctoral Student Union(LDK).

LINKS & NOTES

2. Information about our Faculty:

<https://www.science.lu.se/>

<https://www.lunduniversity.lu.se/lucat/group/v1000600>

<https://www.science.lu.se/internal/>

Doctoral student handbook@Science faculty:
<https://www.science.lu.se/internal/research-and-education/postgraduate-studies/handbook-for-doctoral-students>

3. Join NDR Facebook group and stay connected:

<https://www.facebook.com/groups/ndr.lund/>

LDK email: ldk@ldk.lu.se

Website:

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

By joining LDK(ldk.lu.se), you become a member of the council representing the doctoral students at your faculty, and you will get the student card(Studentkortet) containing various discounts(travel etc). The membership is 150 SEK per semester. It is also possible to join LDK alongside one of the other student nations(you have to pay for their membership separately). The undergraduate union at the Faculty of Science is called LUNA and the overall undergraduate union for the University is called LUS.

Studentlund is the overall provider of the Studentkortet and the mother organisation of all student life in Lund. For example, LDK is part of Studentlund as is LUS and LUNA.

4. TECHNICAL DETAILS ABOUT YOUR EMPLOYMENT

During your time as a PhD student you have to complete 240 higher education credits, of which 60 are for theoretical courses. It is expected to take 4 years to complete full time but if you take on other responsibilities such as teaching or becoming part of a board you can get prolongation.

Dependent on how you are employed (grant or studentship)and what department employs you, you will be paid a different salary so these details will not be discussed here. If you have any question speak to the finance team at your department.

5. INDIVIDUAL STUDY PLAN

It is compulsory to complete a study plan on your arrival, and update it at least once per year.

This effectively becomes a contract about what work and departmental responsibilities you will take whilst a PhD student. It also keeps track of how many credits you have completed.

There are occasionally courses with advice on how to complete your study plan.

6. WORK & RESIDENCE PERMITS Swedish Migration Board (Migrationsverket)

You apply to the Swedish migration board for a work permit or residence permit if you are a non-EU/EEA citizen. You must also apply for any family members you wish to bring with you.

Need help? Check your doctoral student rights, then connect with your doctoral student ombudsman and your doctoral student safety officer:<https://www.ldk.lu.se/our-rights>

5. Information about how to complete your study plan can be found here (split by each department in the Faculty of Science):
<http://www.science.lu.se/for-employees/education-and-research/postgraduate-studies>

6. You can apply for visa/residence permit online via the fast track page:

- <https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html>

Citizens of some countries are required to have an entry visa for travel to Sweden. If you need an entry visa, you should contact the Swedish embassy or consulate in your country or region as soon as you get a decision from the migration board, to apply for a residence permit card, with which you can travel to Sweden.

If you do not need an entry visa, then you can travel to Sweden without such a card but can obtain this after you have arrived in Sweden from the migration board.

Helpful tips:

- These applications can take a long time (up to 1 year) - check the website of the migration board for current waiting times.
- Your permit cannot last longer than the expiry date on your passport.
- Each member of your family will be processed individually – make sure that all documents for all individuals are in order.

7. SWEDISH IDENTITY CARD

Swedish Tax Agency (Skatteverket)

If you plan to stay in Sweden for more than 1 year you need to have a Swedish identity card. This will provide you with a personal identification number which you need for tax purposes and healthcare. You also need this in order to open a bank account or get a mobile phone contract.

STEPS TO APPLY:

- 1) You must **pay an application fee of 400 SEK** to the Swedish tax agency.
- 2) **Prepare the documents you need to take:**
 1. Copy of receipt for application payment
 2. Passport
 3. Residence permit (*if applicable*)
 4. Marriage certificate (*if applicable*)
 5. Copy of your contract of employment/ scholarship/ stipend at Lund University
 6. Your current address in Sweden
- 3) You will need to **visit an office** of the Swedish tax agency. The closest office for identity cards is in Malmö (Kattsundsgatan 7, Malmö 211 26). It is open 10:00 – 16:00 Monday to Friday, however, make an appointment.

- <https://www.migrationsverket.se/English/Private-individuals/Working-in-Sweden.html>
- <https://www.migrationsverket.se/English/Private-individuals/Working-in-Sweden/Permits-for-family-members.html>

7. You can read more information on Swedish ID card online:

- <https://www.skatteverket.se/privat/sjalvservice/blanke/terbroschyter/broschyter/info/721.4.6f9866931215a607a4f80002305.html>

- 4) **Assessment** at the Swedish tax agency. When you visit a staff member will help you to fill in the application forms (they can help you in English). They will also measure your height and take a photo.
- 5) **Receive acceptance letter by post.** It usually takes around 2 weeks for this to arrive but it can be longer if it is a particularly busy period or any information is missing. You can then take this letter to the tax agency to collect your identity card.

Helpful tips:

- You need to apply for each member of your family individually.
- If you should lose your identity card, you must call the following number without delay in order to block the card and prevent it from being used by anyone else: +46 (0) 20 32 32 62.
- If your card is stolen, you must also report this to the police.

8. OPEN A BANK ACCOUNT

To open a bank account you need the following:

- Personal identity number (personnummer)
- Swedish ID(see point two)
- Your current address in Sweden
- Residence permit & passport (*if applicable*)
- You may also need a copy of your contract of employment/ scholarship/ stipend at Lund University

Helpful tips:

- To use online banking requires an electronic “BankID”, ask your bank for more information on how to get started.
- Most bills are paid through two Swedish transaction systems known as plusgiro and bankgiro, where you receive a pre-payment form – sometimes there are charges associated with certain bank transactions, ask your bank for more information.
- Employees at Lund University receive their salary on the 25th of each month. If you have a bank other than Nordea, you need to provide Nordea with your bank details for future automatic transfers of your salary.
- All banks are closed on weekends and public holidays.

8. Banks in Lund:

Handelsbanken

Stora Södergatan 15, Lund 222 23

Handelsbanken Lund Ideon*

Scheelevägen 19, 223 70 Lund

Nordea*

Stora Södergatan 2, Lund 222 23

SEB Lund

Kyrkogatan 1, Lund 222 22

Sparbanken Skåne

Kyrkogatan 9, Lund 222 22
Scheelevägen 27, Lund 223 63

** Note: Handelsbanken is known locally for treating international students in a friendly way. However, Nordea is still better for doctoral student employees and post-docs employed by Lund because Lund works with Nordea for their payroll.*

9. For more information about how to apply visit: <https://transportstyrelsen.se/sv/vagtrafik/Korkort/ta-korkort/>

9. DRIVING LICENCE

Swedish Transport Agency (Transportstyrelsen)

If you have a driving license issued in a country within the EU/EEA you may continue driving as long as the license is still valid.

If you are a non-EU/EEA citizen, your driving license is not valid in Sweden if you have been registered here for **more than 1 year**. After which you must apply for a Swedish driving license.

Driving Licence Permit

A driving license permit is needed in order to take driving lessons and driving tests in Sweden. When you hold a driving license permit and take driving lessons, you must always be accompanied in the car by an authorized instructor. The driving license permit is not the same as a driving license.

Driving Licence

You must take risk training (riskutbildning), pass a theory test and practical driving test to obtain your Swedish driving license.

Helpful tips:

- In order to be granted a driving licence permit you must have a personal identity number.

10. HEALTHCARE

Vaccinations

You will not need any special vaccinations before traveling to Sweden. However, if you are planning to do any clinical work, you should make sure that you are vaccinated for Hepatitis B and tuberculosis, and have been MRSA tested.

EU/EEA Countries - European Health Insurance Card

It will be helpful if you bring your European Health Insurance Card (EHIC) from your home country as proof of insurance, even though you will be insured in Sweden once you have registered with Skatteverket and received your Swedish identity card. You should apply

10. For more information on healthcare see:

- <https://ec.europa.eu/social/main.jsp?catId=559>

for this before you leave for Sweden. European citizens travelling within the European Economic Area (European Union, Norway, Iceland, Liechtenstein and Switzerland) can obtain a European Health Insurance Card (EHIC) free of charge. EHIC facilitates access to medical treatment the card holder may need while staying temporarily in another member state and guarantees reimbursement of medical costs.

Occupational Health Services | Företagshälsovården (FHV)

All LU employees have access to the Lund University Occupational Health Services. You can arrange to have an inspection of your office done to see if you need new office furniture or a new arrangement to reduce workplace injuries. If either physical or psychosocial issues in your work / study environment are already impacting your health and well-being in ways impacting your ability to work, please immediately contact both the doctors at your local Vårdcentral, as well as the medical doctors or psychologist at the occupational health service:

<https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/occupational-health-service/occupational-health-service-staff>

REGISTER FOR HEALTHCARE:

Once you have received your identity card/ personal number, you need to register at a local healthcare center (Vårdcentral). There are a number to choose from in Lund but they are very similar in terms of fees and booking procedures. This is where you will go for all routine healthcare.

This is mostly automatic, but you should check this too.

**For small children there are separate clinics – Barnavårdcentral, BVC.

FOR EMERGENCIES DIAL 112

Medical information hotline

The Swedish medical information hotline (dial 1177) is available 24/7, you can call if you are not sure where, or if, you need access to healthcare. Experienced medical staff will give you advice, available in English and other languages if needed.

Dental Care

Dental care is not part of the Swedish general healthcare system. You will, therefore, need to register with a dentist as well. The Swedish dental service (Folktandvården) is one option, or there are also a large number of private clinics in Lund. Dental care costs are partially subsidized by the Swedish government by everyone with a personal identity number

**Children are treated for free.

11. HOUSING

Before arrival in Lund or Malmö, you are highly recommended to secure housing. Your host department might be able to assist you in finding accommodation so please contact them first. The housing market in Lund and Malmö is quite competitive, so it is advised you take the time to find a place to live.

In Sweden, it is very common that you will have to make an application and then you will be placed on a waiting list or “housing queue”. It may be a good idea to make these applications when you arrive, even if you have found a temporary solution, in case you decide to move again at a later point.

Use your common sense when applying to advertisements, there have been occurrences of scams. If something sounds too good to be true, it probably is. Do not sign any contracts before visiting an apartment, do not send money abroad using Western Union, etc. It is recommended that you do not pay more than one month’s rent as a deposit.

Helpful tips:

- Find second-hand furnishings and household items:
 - Blocket: <https://www.blocket.se/>
 - Sell/buy stuff in Lund: <https://www.facebook.com/groups/sblund/>
 - Sell / buy stuff in Vildanden: <https://www.facebook.com/groups/218948321634234/>
 - Buy and Sell corner for Malmo & around: <https://www.facebook.com/groups/647190115311262/>
 - Free/exchange/sale/buy/rent stuff for malmo and nearby: <https://www.facebook.com/groups/sellandbuystuff/>
 - Lund Give & take: <https://www.facebook.com/groups/1396317107278453/>
- If you are renting accommodation you will also need to take out home insurance (Hemförsäkring) to cover your personal items. This is in case of burglary, fire or water damage, etc. Most rental contracts require you to show proof of this insurance.
- You can sign up for home insurance online or by visiting the office. Here we list some of the more common ones:
 - IF - <https://www.if.se/privat>
 - Trygg Hansa - <https://www.trygghansa.se/>

11. Accommodation for everyone:

These websites can be used by anyone looking for accommodation.

- BoPoolen - <https://bopoolen.nu/>
- Heimstaden - <https://heimstaden.com/>
- Blocket - <https://www.blocket.se/>
- Pegasus fastigheter - <https://www.superbygg.se/intresseanm%C3%A44lan-bostad/1%C3%A44genhet-lund-el-malm%C3%B6-16474889>

These Facebook pages can also be good resources for accommodation:

- Lund Apartments for Rent- <https://www.facebook.com/groups/apartmentslund/>
- Expats in Malmö: <https://www.facebook.com/groups/404730422985657/>
- Kollektiv i Lund: <https://www.facebook.com/groups/786764434738070/>
- Kollektiv i Skåne: <https://www.facebook.com/groups/kollektiv.i.skane/>

Accommodation for PhD students:

While you are studying you can apply for accommodation to AF Bostaden. *Please be aware, once you finish studying you must leave your contract.

- Länsförsäkringar
<https://www.lansforsakringar.se/skane/privat/>

- ● AF Bostaden -
<https://www.afbostader.se/en/>

Municipal housing queues

Once you have a Swedish personnummer, you register yourself in the housing queues run by the municipalities. Here are two examples nearby:

LKF – Lund kommun

<http://www.lkf.se/>

MKB – Malmö kommun

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

Boplats Syd - Malmö public & private:

<http://www.boplatssyd.se>

12. Preschools in Lund

<https://www.lund.se/utbildning--forskola/forskola-och-barnomsorg/forskolor/>

Preschools in Malmö

<https://malmo.se/Forskola--utbildning/Forskola/Forskola-och-pedagogisk-omsorg/Forskolor-A-O.html>

International Preschools

<http://lundinternationalschool.com/>

Public Schools in Lund

<https://www.lund.se/utbildning--forskola/grundskola/grundskolor/>

<https://www.lund.se/utbildning--forskola/gymnasieskola/gymnasieskolor/>

Public Schools in Malmö

<https://malmo.se/Hitta-och-jamfor/Grundskolor/Hitta-och-jamfor-grundskolor.html>

<https://malmo.se/Forskola--utbildning/Gymnasieskola/Sa-valj>

12. DAYCARE & SCHOOLS

Preschools (Förskola, 1 – 5 years)

Sweden has a very high percentage of children attending preschool. Preschool is subsidized but still incorporates a maximum-fee policy. Childcare facilities frequently operate between 06:30 and 18:30 during the week.

Preschool Class (Förskoleklass, 6 years)

All children are given a place in a preschool class the year they turn 6. It is also sometimes called the school introduction programme. In the preschool class, the children prepare for compulsory school before starting year one.

Compulsory School (7 – 16 years)

All children in Sweden must go to compulsory school for nine years. This is stipulated in the Swedish Education Act and is called compulsory school attendance. Every school year has an autumn semester and a spring semester. Children are subject to compulsory

school attendance beginning in the autumn semester of the year they become 7 years old.

After-school Care (Fritids)

Children aged 6 to 12 have the right to go to an afterschool recreation center before and after school. Their parents must work or study in order for the children to be allowed to go to the after-school recreation center. This is often in the same building as the school.

Playgroups

BOLLKUL - Semi-organized play for parents & kids 1,5 to 5 every Sunday morning in Eoshallen:

<https://www.facebook.com/events/485551335272635/>

Tips and helpful info:

Get your personnummers (for each member of the family) as soon as you can when you arrive. This will help with a lot of governmental programs in Sweden

<https://www.skatteverket.se/serviceankar/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html>

As soon as you get your personnummers, apply for your Swedish ID kort. Again, having this card will help you with many day to day activities in Sweden. Children under 13 cannot apply.

<https://www.skatteverket.se/download/18.1927c51b15e7ee438723329/1507201207910/identity-card-for-people-registered-for-population-purposes-in-sweden-skv721-utgava06.pdf>

Register your kids at a BVC. This is where they will go to be checked on when they are NOT sick (like annual wellness exams).

If your kids (or you) are sick, you will have to go to a vårdcentralen (health care center). You will also register to one main vårdcentralen of your choice (we chose one that was closest to us). There is one vårdcentralen that is open on weekends and nights (Getingen).

If it is not a medical emergency, call 1177 for the national Swedish medical phone line, to get medical advice.

If you don't have your personnummer yet, you can still go to a vårdcentralen. Take your residence permits (cards, paperwork) with you to streamline the process.

There are two free "open preschools" (öppna förskolor) in Lund. You can attend these with your children (under 6 years of age) at different

er-du/Gymnasieskolor-A-O.html

International Schools:

<http://bmsl.se/en/om-oss/>

<http://lundinternationalschool.com/>

<https://lund.engelska.se/>

<http://mis.skola.malmo.se/>

<https://www.bladins.se/bism/>

<http://ib.malmoborgarskola.se/>

times during the week. Great for socialization- kids and parents alike! There are also many churches that host baby cafés, which operate similarly (you don't have to be a member or attendee of the church to participate). Pingstkyrkan is one that we have really liked.

<https://www.lund.se/utbildning--forskola/forskola-och-barnomsorg/oppna-forskolor/>

As soon as you get your personnummer, you should apply for the "child allowance" (barnbidrag). It can take a long time to be approved for this, so apply asap. We have been waiting nearly a year (and we are still waiting!)

https://www.forsakringskassan.se/privatpers/foralder/nar_barnet_ar_fot/barnbidrag

13. LANGUAGE COURSES

If you are not a Swedish speaker, the university offers courses in Swedish called ' Swedish for university staff'. The cost of the courses is covered by your department.

Courses can also be undertaken outside of the university(also at no cost to yourself)as part of the Swedish for immigrants(SFI) initiative. The classes can be more flexible with SFI,for instance they offer distance learning. For more information, visit here:

<https://www.lund.se/komvux-lund/utbildningar/swedish-for-immigrants>

14. SWEDISH HOLIDAYS

If you have moved to Sweden from abroad, the bank holidays celebrated (or röda dagar in Swedish, literal translation= red days) will be different to those you are used to. These are days you are not required to work, and will explain why your department might be very empty on these days.

15. TIPS TO BEAT SOCIAL ISOLATION

Lund University publishes information about major events held at the University: www.lu.se/events

Tuesday Breakfast Mingle and more at Ideon Innovation Centre:
<https://ideon.se/events/>

Language Cafe:
<https://www.facebook.com/pg/eoscares/events/>

13. The relevant webpage and information about how to apply is linked here:
<http://www.staff.lu.se/employment/for-international-staff/swedish-for-university-staff-sfu>

14. See the university webpage on holidays for the most up to date information
(<https://www.lunduniversity.lu.se/international-admissions/why-study-at-lund-university/academic-calendar>)

International Citizen Hub:

<https://www.facebook.com/internationalcitizenhub/>

International Desk at Lund University:

<https://www.facebook.com/internationaldesk/>

Folkuniversitet:

<https://www.facebook.com/Folkuniversitetet-Malm%C3%B6LundTrellkeborg-386697661358785/>

Hiking around Skåne:

<https://www.facebook.com/groups/419509358245709/>

Creative Mornings Malmö

<https://www.facebook.com/CreativeMorningsMalmo/>

Meetup groups:

<https://www.meetup.com/find/se--lund?query=lund>

16. INFORMATION FOR EMPLOYEES AT LUND UNIVERSITY

*These only apply to contracts where you are **employed** at the university, not for scholarship / stipend holders*

Income Declaration

Not a benefit but it is very important to remember that you are responsible to send your income declaration to the tax office (Skatteverket) every year by the **beginning of May**. The easiest way to do this is online. For more information see:

<https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/declaringtaxesforindividuals.4.7be5268414bea064694c5df.html>

Swedish Public Employment Agency (Arbetsförmedlingen):

If you are going to continue working in Sweden we recommend that you register for unemployment insurance, in case you become unemployed for a period of time or go on sick leave. Most academics choose to register with Akademikernas Arbetslöshetskassa (AEA). For more information see - <https://arbetsformedlingen.se/>.

Swedish Social Insurance Agency (Försäkringskassan)

If you stay in Sweden for more than 1 year you are generally entitled to residence-based benefits. Examples include child allowance and housing allowance. Child allowance also includes pregnancy benefits, parental benefits, and study allowance. For more information see - <https://www.forsakringskassan.se/>

Swedish Pension Agency (Pensionsmyndigheten)

As a government employee in Sweden you will receive a pension from several sources. You will receive a basic pension from the Swedish National Government Employees Pensions Board (SPV), as well as a special government employee pension. You may also wish to have a private savings scheme see - https://secure.pensionsmyndigheten.se/Welcome_en.html. It's important to inform the agency if you are leaving Sweden, otherwise they won't be able to transfer your Swedish pension when the time comes.

Swedish for University Staff (SFU)

Swedish language courses are offered to our international employees, course fees are covered by your boss. There are courses for beginners as well as for intermediate and advanced learners.

<https://www.staff.lu.se/employment/for-international-staff/swedish-for-university-staff-sfu>.

LU Health Promotions

As an employee at Lund University, you can visit your doctor during working hours. In the event of medical treatment, you can receive reimbursement of certain costs from the University. You may also receive reimbursements for prescription medication -

<https://www.staff.lu.se/employment/salary-and-benefits/benefits>

You are also reimbursed for the cost of simple and relatively inexpensive health-promoting activities, for example gym and sports activities. This is a maximum of SEK 1 870 (March 2019) -

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

You may also be able to get your eye test appointment reimbursed if you need to use glasses for computer work -

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

For other work related issues you can also contact occupational healthcare -

<https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/occupational-health-service>

Fitness Centres

Gerdahallen: <https://www.gerdahallen.lu.se/in-english.aspx>

...with student discount: <https://www.studentkortet.se/gerdahallen/>

Fitness 24/7: <https://se.fitness24seven.com/en>

...with student discount: <https://se.fitness24seven.com/en/membership>

LU Libraries and the LU card (LU-kort)

The LU-kort is used to help you get into buildings where you have permission to access. The LU-kort is issued at the libraries. As soon as you are in the system you can go to a library to get your LU-kort.

You can see a full list of libraries and their hours here:

<http://www.lub.lu.se/en/our-libraries/opening-hours>

Publishing Fees

This might become important later on: In case you plan to publish in an open access journal and have to pay a publishing fee you can get half of the costs through Lund University Libraries. Here is a

link: <http://www.lib.lu.se/en/publish/open-access/oa-journals/support-for-publication-fees>

Other staff benefits

As a PhD at Lund U, you are also considered staff, so check out the other benefits you can get access to here:

<http://www.staff.lu.se/employment/salary-and-benefits/benefits>

LU official New Staff Orientation Guide:

<http://www.staff.lu.se/employment/for-new-employees>

<https://www.staff.lu.se/employment/for-international-staff/welcome-to-lund-university>

Logging into your computer with your LUCAT ID and inquiries about phones & computers in your office, or in a classroom

Either call or email the LU Servicedesk (aka "LDC")

LU Servicedesk

Tel. 046-222 90 00

Help purchasing equipment or tools with invoices through Proceedo

- Contact your Faculty HR representative or your departmental ekonom

Help registering for Vacation / Holiday time using Primula SSC

- Contact your Faculty HR representative

Help for reporting teaching & supervision time (as prolongation time for your PhD)

- Contact your departmental PhD Director of Studies

Help on finding the eligibility of external course you want to count towards your PhD

- Contact your departmental PhD Director of Studies

17. TRAVEL INSURANCE FOR STUDENTS & EMPLOYEES AT LUND UNIVERSITY

Kammarkollegiet

Questions regarding insurance for LU staff can be emailed to <forsakringskortet@pers.lu.se> and they will be happy to help you with obtaining travel insurance cards and certificates. Hours are limited in July. If you are going to USA or Russia you need a special certificate, so you can email them for assistance with this as well.

Information about travelling as staff at LU can be found on <http://www.staff.lu.se/support-and-tools/business-travel> and <http://www.staff.lu.se/support-and-tools/business-travel/things-to-consider-before-and-during-your-trip>

Insurance terms can be found on <http://www.kammarkollegiet.se/sites/default/files/F%C3%B6rs%C3%A4kringsvillkor%20Statens%20tj%C3%A4nsteresef%C3%B6rs%C3%A4kring%202017-01-01.pdf>

18. EMPLOYEE ORGANIZATIONS OFFERING HOME INSURANCE, MEMBER DISCOUNT PLANS ON BANKS LOANS, AND LEGAL SERVICES*

18. Note: We advice people to join the trade unions as soon as possible. The trade unions deal with employment issues you may encounter during your PhD period, but only if you are a member.

** Note: Most of these employee organizations include senior faculty as members, which can create a serious conflict of interest should you need to be in negotiations with the*

employer. LDK advises that doctoral students first take contact with the doctoral student ombudsman (DOMB).

1) Fackförbundet ST sektionen vid Lunds universitet

Besöksadress: Lilla Gråbrödersgatan 1B, mitt i centrala Lund.

Kontakta oss gärna på st@st.lu.se.

Web: <https://st.org>

Lund U local contact: EvaLena Moser, Ordförande

046-222 93 27

evalena.moser@st.lu.se

<https://st.org/st-inom-universitets-och-hogskoleomradet/st-inom-universitets-hogskoleomrunds-universitet>

<https://st.org/doktorand>

2) Lärarförbundet, Lunds universitet

Kansliadress: Lärarförbundet, Box 12 229, Segelbåtsvägen 15, 102 26 Stockholm

Lärarförbundets webbplats:

<https://www.lararforbundet.se/avdelningar/lund>

Telefon: 0770 - 33 03 03 (vardagar)

Telefon: 046-359 57 35 (Lund)

E-post: lararforbundet@lund.lararforbundet.se

Lund U local contact: Rickard Severin, Ordförande

072-2270745 Lärarförbundets mobil

rickard.severin@lararforbundetavdelning.se

"Du som är lärare, studie- och yrkesvägledare eller skolledare samt du som är lärarstudent eller doktorand är välkommen att bli medlem i Lärarförbundet."

<https://www.lararforbundet.se/fragor/vem-kan-bli-medlem-i-lararforbundet>

Mer info: <https://www.fackligaorganisationer.se/lararforbundet>

3) SULF | Saco-S

Web: <https://sulf.se>

Lund U local contact for SULF is via Saco-S: kansli@saco-s.lu.se

Telefon: 046-2229364

19. PREPARING FOR THE END OF YOUR CONTRACT: UNEMPLOYMENT INSURANCE***

Do this ASAP if you haven't already!

1. Become a **member of one of the following employee unions (see contact info listed above)**

- * **Fackförbundet ST sektionen vid Lunds universitet**
- * **Läraryrket, Lunds universitet**
- * **SULF | Saco-S**

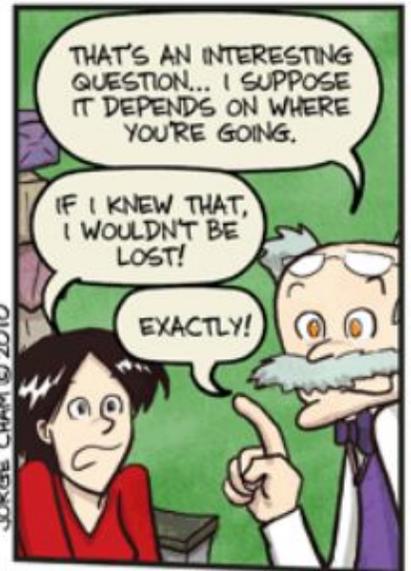
2. Start paying into the A-kassa **2 years before your contract runs out**, in order to have right to extended unemployment benefits.

<http://www.aea.se/>

3. Once your contract ends, if you are unemployed you should report to each of the following entities who are involved in ensuring you receive unemployment benefits in the Swedish system:

-  Arbetsförmedlingen - whom you should sign up to on your first day on unemployment, and to whom you should report your job-seeking activities,
-  A-kassa - whom you should report the days you have or haven't worked. (Note: It is A-kassa who then pays out your unemployment benefit money based on that and reports they get from Arbetsförmedlingen,)
-  Trygghetsstiftelsen - which is a third party where you can get a contact person, support in your job-seeking and also some financial support for traveling to interviews etc.

***** Note:** *Stipend doctoral students should check the terms and conditions of their contract, as well as with the insurance providers listed below, to determine their eligibility for unemployment insurance before registering for any of these plans.*



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