Organization and Administration

Lund University

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Lecture 1 part 1 of Introduction to PhD studies
Overview

1. Our department
2. Lund University
3. Faculty of Science
4. PhD education
   - Rules
   - The most useful documents
   - More comments
   - More comments
Our department

- **Head**: Leif Lönnblad, Sofia Feltzing
- **Groups (and bosses), we have no official divisions**
  - Astronomy: Melvyn Davies
  - Computational Biology and Biological Physics: Anders Irbäck
  - Theoretical High Energy Physics: Torbjörn Sjöstrand
- **Main website**: [http://www.atp.lu.se](http://www.atp.lu.se)
- **Administration**:
  - Caroline Unmack/Mandana Shahroodi: economy, travel
  - Eva Jurlander: personnel
- **Library**: Marianne Madsen-Hult, Eva Jurlander: talk to them
Our department

- **Education:**
  - Studierektor (GU): Johan Rathsman, Nils Ryde
  - Studievägledare: Nils Ryde, Malin Sjödahl
  - Studierektor (FU): Johan Bijnens, Thomas Bensby
- **Skyddsombud (worker protection):** Bo Söderberg
- **Computer:** Mattias Ohlsson, Hampus Nilsson
- **IRSO (International Researchers and Scholars Office)**
  - [website](#)
- **Supplies:** Pens, paper, etc.: Here: cupboards around Caroline’s office/Astro around Eva’s office

Tell Eva or Caroline or Mandana when you take the last one
Practical information

- preprint numbers etc.: ask your advisor
  LU TP yy-nn, binder somewhere near supply cupboard, remember the front page
  Astro: stopped using them?

- Vacation: usually assumed that you take it after midsummer but if you want otherwise: talk to Eva (Primula)

- Travel:
  - talk to advisor
  - money: from grants but there is also stipendieportalen
  - If own application: talk about how to include overhead with Caroline or Mandana
  - **KEEP RECEIPTS**
  - talk to people what is paid and what not first
  - Taxi: only exceptionaly
  - Hotel and planes (VIA travel): try to be cheap and ALL booking must go through VIA (with some exceptions)
Practical information

- The cheaper we are, the more we can travel
- Per diem: fixed sum depending on country (luckily no meal receipts to be kept)
- Reseräkning: done via Primula
  - via the web (and a pain in the)
  - can be done beforehand, save but wait with save definitely
  - print out, sign & give to Caroline/Mandana
  - Do it fast: otherwise budget administration
  - Fast: you get your money faster

- Included meals: tax purposes and per diem adjusted
- If paid by place you’re visiting: talk first to Caroline/Mandana about how to handle it
Joint workplace

- Do your share to keep it all pleasant
- clean up after yourself
  - put things back in their place
  - no supply of department cups in your office
  - remember to make coffee if you take the last cup
  - ASK someone if you don’t know what to do or how to do it
Show here (right click on it)

lund-university-presentation-brochure-2014.pdf

(plus remember to use control-L in acroread to get out of the extra file)

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### Fakultetsstyrelse

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### Fakultetskansli

### Institutioner

- Avdelningen för medicinsk strålningsfysik
- Biologiska institutionen
- Centrum för miljö- och klimatforskning
- Fysiska institutionen
- Geologiska institutionen
- Institutionen för astronomi och teoretisk fysik
- Institutionen för naturgeografi och ekosystemvetenskap
- Kemiska institutionen
- Matematikcentrum
- MAX N-fak
Where are the rules defined?

- Government and parliament: higher education law (högskolelagen)
  
  http://www.notisum.se/rnp/sls/lag/19921434.HTM

- högskoleförordning
  
  http://www.notisum.se/rnp/sls/lag/19930100.HTM

- Government departments (new since 2013)
  - UKÄ: Universitetskanslerämbetet, Swedish Higher Education Authority  
    http://www.uka.se
  - UHR: Universitets- och höskolerådet, Swedish Council for Higher Education  
    http://www.uhr.se

- Lund University
  - Centrally
  - Faculty of Science
  - Department of Astronomy and Theoretical Physics

- Most of you are also employees, a second set of rules

- Other laws: discrimination, equal opportunity, criminal, . . .
The most useful set

- Our PhD pages and the introductory course website
- Ask me or Thomas (and we might know whom to send you to)
- General curriculum (Allmän studieplan)
  - Theoretical Physics
  - Astronomy
- The various PhD handbooks
  - Faculty
    - http://www.naturvetenskap.lu.se/anstalld/utbildning-och-forskning/forskarutbildning/doktorandhandboken (being translated)
  - General swedish: http://studera.nu/forskarutbildning
- Courses: Register them and don’t wait too long
  - this does not happen automatically
    - http://home.thep.lu.se/~bijnens/PhD/FUCoursesladokform.pdf
Some overview

- You have all been accepted
- General goals (show them in one of the curricula)
- PhD (240 hp) and/or licenciate (120 hp) degree
- Courses: A number of required ones, specialized, general (i.e. this one)
  - Astronomy: 60 hp (PhD), 30-45 hp (Lic) (decided on what you know of the basic courses)
  - Theoretical Physics: 60-90 (PhD),
  - Discuss with your supervisor, but remember you do have some freedom too
- Thesis
  - Can be monograph or compilation thesis
  - Astronomy: 180 hp (PhD) 75 hp (Lic)
  - Theoretical Physics: 150-180 hp (PhD), 75-90 hp (Lic)
- Very useful: Instructions for the defence
Some more comments

- **Doktorandsamtal:** you and your advisor
  
  **First time** Lathund
  
  (In future, required with at least one more person)

- **Updating individual study plan:** At least once a year, we usually do it every six months

- **Medarbetarsamtal** (prefekt), once a year

- **If parental leave** (including 'vabbing' (vård av (sjuk) barn)), sick leave, etc:
  
  Do the administration with försäkringskassan
  otherwise that is time lost
  
  talk to/email Eva if unsure what to do

- **There are unions and remember unemployment-insurance** (A-kassa) but might be less useful for foreigners (those sent back when student visum expires)

- **Remember:** talk to people if you have problems/questions
Some more comments

- Teaching and other duties: we can require up to 20% (paid)
- Being in committees and the like gives you (some) extra time too
- We intend to have a meeting every term with directors of study, PhD and undergraduate, and all the PhD students for discussing teaching and other matters
Seminars etc.

- There are many talks/seminars/colloquia at LU
- **Seminars:**
  - Astronomy: 14.15 Thursdays
  - Particle physics: 15.15 Thursdays
  - Biophysics: 15.15 Mondays
- **Colloquia:**
  - Rydberg lecture: 15.30 Tuesdays (cake and coffee from 15.00)
  - ATP (i.e. us): 15.15 Wednesdays
  - COMPUTE
- **Lower level:**
  - Fredagsfåtöljen: for other scientists, first Friday, 12.30
  - **Our PhD days:** for the institute, show your fellow students what you do (and learn to communicate (one of our goals))
- **(Summer) schools and conferences**