

Hej!

Handbook for International Researchers



Stockholm
University

Welcome to Stockholm University!

Introduction

Stockholm University, located in Sweden's capital city, is the regional centre for higher education and research in the humanities, law, the natural and social sciences. It is a thriving intellectual community and home to some of the world's leading international researchers across the academic disciplines.

With over 50,000 undergraduate and master's students, 1,800 doctoral students and 6,000 employees, Stockholm University is one of the largest universities in Sweden and one of the largest employers in the capital. People of many different nationalities, with contacts throughout the world, contribute to the creation of a highly international atmosphere at Stockholm University. We hope that you, too, will enjoy the experience of working or studying with us.

Living in another country can be challenging – at least in the beginning. We hope this handbook will make your life in Sweden, Stockholm and at Stockholm University easier.

How to Use the Handbook

The information has been written with guest researchers and other international lecturers, researchers and research students in mind. Most of the content is applicable to you irrespective of which of the above target groups you belong to. The handbook contains some information, such as e.g. student housing and discounts, that is only relevant for research students. This information is placed within olive-green text boxes throughout the handbook.

As a guest researcher or international research student you are a key player in the internationalization of research at Stockholm University. The creative and critical thinking you bring to our community is highly valued.

You will find that we encourage strong, independent thinking across the disciplines as we strive to continue our tradition of excellent teaching and research.

As a new member of our research and teaching community I hope that you will enjoy the positive, friendly environment that we pride ourselves on. Your presence here is a welcome contribution to the ongoing cultural and educational exchange that makes Stockholm University an inspiring and international environment to work in.

I sincerely hope that your time here will be a success and that in the future you will come to look back on your time here as an important step in the development of your career. Perhaps in that way you will come to be an ambassador for Stockholm University and the work we do.

Kåre Bremer
Vice-Chancellor

Moving to Sweden – the Essentials

Accommodation

There is a considerable shortage of accommodation in Stockholm so finding a flat is a challenge. Make sure to apply for accommodation well before your expected arrival in Sweden. In particular, register for housing services with waiting lists as soon as you know that you are coming to Stockholm.

The University Accommodation Center (www.uac.se) and the Wenner-Gren Center (www.swgc.org) have a limited amount of accommodation. Please note, however, that this accommodation is intended for temporary stays only and not for researchers holding permanent positions.

Accommodation for Visiting Lecturers

If you are not a student, then you should look at a number of websites that advertise properties to rent:

- www.bostad.stockholm.se/en
- www.svenskabostader.se
- www.huge.se
- www.proventum.se
- www.ekenman.se
- www.tyresobostader.se

There is also a big sublet market (“second hand rental” directly translated from Swedish) in Stockholm. You may well find places to sublet at websites like:

- www.bostaddirekt.com
- www.blocket.se

Please note: You are often expected to pay a deposit when renting accommodation in Sweden. This sum is returned to you when you move out of the premises provided there is no damage to pay for.

Accommodation for Research Students

If you are a research student and a member of the Student Union you should sign up for the queue at SSSB (Stiftelsen Stockholms Studentbostäder) as soon as you have received your letter of acceptance from Stockholm University.

SSSB is Stockholm’s main provider of student accommodation. They rent out rooms and flats all over the city (30 different areas with around 8,000 rooms); rents are usually between SEK 2,600 – 6,000, and the size and outfit of the accommodations vary accordingly. Standard rooms at “Lappis” (Lappkärrsberget, a popular housing area in walking distance from the University) have their own bathroom but you’ll have to share a kitchen with a dozen other tenants. SSSB’s webpage is available in English, as well as in Swedish.

It is fairly easy to apply for accommodation at “Lappis”. For example, you do not need an official Swedish personal identity number, although it is important you get an identity number as soon as possible after arriving in Sweden. If you don’t have one yet, you will get a temporary one just for SSSB by contacting their customer support: www.sssb.se

Stockholm University is one of Sweden’s largest institutions of higher education, with more than 50,000 students and 6,000 members of staff—including several of the world’s most renowned scientists—offering education and research at the highest level within the humanities, law, science, social sciences and teacher training. The University participates in regional, national and international collaboration, in debate and in social change. Located in the middle of the world’s first national city park, yet close to the city centre, Stockholm University is characterised by beautiful natural surroundings, historical environs, and access to the dynamism of the capital and Sweden’s largest job market.

Residence Permits

If you are a Nordic citizen (Denmark, Finland, Iceland, Norway, Sweden) you do not need a residence permit to be registered in Sweden.

Citizens of other EU/EEA member states and members of their families have the right of residence instead of a residence permit. You must register your right of residence with the Swedish Migration Board no later than three months after entering Sweden.

All other nationals must have a residence permit to be able to register in Sweden. You must apply for a residence permit at a Swedish embassy or Consulate before entering Sweden. More information:

- www.migrationsverket.se

Extension of Residence Permit

A residence permit is granted for one year at a time. Extension of a residence permit takes six to eight weeks and must be done before the existing residence permit expires. For information regarding fees visit

- www.migrationsverket.se/info/812_en.html

You are entitled to stay in Sweden while the permit is being processed, although it can be difficult to visit other countries in Europe without a valid Swedish residence permit. If you return to your home country during summer or Christmas, you can contact the Swedish Embassy in your home country to renew your residence permit.

Population Registration

If you plan to stay in Sweden for one year or more, you must register with the Swedish Tax Agency (Skatteverket). It is important that you are correctly registered in the population register, so that you can exercise your rights and enjoy social benefits and allowances.

For faster processing, visit the Tax Office in person. Bring your passport and any documents proving your civil status, birth certificates for any children who are moving with you, and your residence permit. Your department at Stockholm University will provide the Tax Agency with information about your employment.

If you will be staying in Sweden for less than a year you should contact your department at Stockholm University and/or get in touch with your local Tax Office to find out what tax rules apply to you. For example, a person who lives abroad but spends more than six months in Sweden can be considered liable for tax.

Taxation and Income Tax

If you receive your wage or stipend from a Swedish source, preliminary tax (preliminärskatt) will automatically be deducted at source.

An income tax notice specifying your earned taxable income for the year will be sent to you. This is the information you need for completing the income tax return (självdeklaration), which you must submit (on paper or electronically) to the Swedish Tax Agency at the beginning of May each year, declaring the previous year's income. If you are staying for less than six months, get in touch with the Tax Agency to adjust the tax deduction from your salary accordingly.

Foreign nationals who reside in Sweden and who are paid here usually pay Swedish income tax instead of paying taxes in their own country. To avoid double taxation, Sweden has negotiated agreements with many countries, and the nationals concerned will pay their taxes in their home countries. The content of these agree-

ments varies considerably. Some apply to visits of up to two years, others to one-year visits only. Some agreements apply to studies, not research, some only to professors, whilst others apply to anyone invited by a Swedish institution.

Tax Relief for Foreign Key Personnel

Foreign key personnel – experts, researchers and others – may qualify for special tax relief when working in Sweden. The tax relief legislation provides a 25 per cent reduction of the person's taxable income. This means that a foreign key individual's income tax will be based on only 75 percent of his or her income. The reduction applies to the first three years of employment in Sweden. However, foreign key personnel may reside in Sweden for up to five years. Information in English is available at the website of the Taxation of Research Workers Board (Forskarskattenämnden):

- www.forskarskattenamnden.se

Personal Identity Number

Everyone registered in Sweden is given a unique personal identity number that is valid for the person's lifetime. The personal identity number is retained even if you move from or to Sweden.

The personal identity number states the date of birth of the person, a birth number, and a check digit. The date of birth is given in six digits. The digits are arranged as follows: Year, month, and day of birth. So, a person who has the date of birth 640823 was born on 23 August 1964.

The personal identity number is used when dealing with public agencies, health care, schools and universities, banks and insurance companies. Other companies are not supposed to use the personal identity number, but it is not unusual that it is asked for in return for a service paid after its usage, such as a telephone subscription or a car rental.

Personal Identity Number

If you have not yet received your personal identity number from the Swedish Tax Agency when registering for courses at Stockholm University, you will be provided with a special registration number. It is called P or T number and is a fictive number for use within the University's LADOK database where your courses and credits are documented. It can also be used by the Student Union. When you have received your official personal identity number, you should make sure that the number is updated in LADOK.

Swedish Identity Card

When you have received your Swedish personal identity number, you can apply for an ID card from the National Tax Agency. For current application fees please visit the Agency's website.

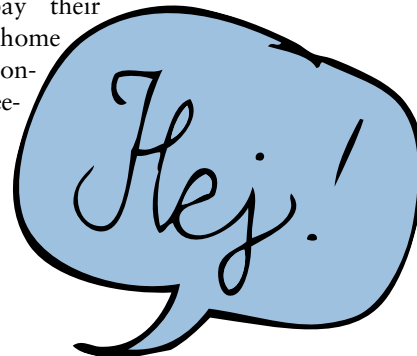
How to Apply for an Identity Card

- Pay the application fee to the National Tax Agency (bank giro 389-0100 or plus giro 50 40 62-1) at a bank or via online banking.
- Give your personal identity number as a payment reference and save the receipt, which you will need to take with you to the Tax Agency.
- Visit the Tax Agency in person, where you will fill in an application form, show your receipt and prove your identity with an approved identification card or by having a certifier (with an approved identification card) with you. Among the approved identification cards are Swedish passports, ID cards, driving licenses and EU passports.

The closest local Tax Agency office is located at Magnus Ladulåsgratan 67, Stockholm. More information:

- www.skatteverket.se/otherlanguages

Hej is the most common greeting phrase in Swedish. If you want to know how to use it, the rule is simple – always to everybody!





Of the various research areas at the University, fifteen have been chosen as leaders in their field. Research within these areas encompasses such varied fields as what people ate during the Stone Age, how the world economy works and studies of constituent particles in the South Pole ice-cap. Sometimes the most revolutionary and exciting research emerges in the boundary zone between different scientific disciplines, such as in the context of investigations into genetic material, or the factors that lie behind social inequality.

Insurance and Medical Care

Unemployment Insurance

Unemployment benefits are divided into a basic insurance that provides you with a lower level of basic support and a complementary income related insurance (A-kassa), which is voluntary and typically constitutes a significant proportion of the total unemployment benefits. Voluntary income related funds are distributed by trade unions and in order to be entitled to these benefits you must have been a member of or affiliated to an unemployment insurance fund during a continuous period of at least 12 months.

Comprehensive Household Insurance

Comprehensive household insurance (hemförsäkring) covers the most potential damages such as damage to property, your personal possessions and personal liability. It can also include travel insurance, assault protection and pay certain costs if you get into dispute with someone. Many companies offer comprehensive household insurance policies with different levels of cover. Consider carefully which level of insurance you need and pay particular attention to the policy's restrictions and exclusions.

Health Insurance and Medical Care

The health system in Sweden is run by the state, which finances the bulk of health care costs. Patients pay a nominal fee for examinations and some tests. The state pays for approximately 85 percent of medical costs,

and everyone who is properly registered in Sweden and has a Swedish personal identification number (see above) has access to this system. This means you pay subsidized prices up to a maximum amount, above which you are exempt from paying anything further. Healthcare for children is free.

Contact the Stockholm Health Care Guide (Vårdguiden) Hotline for more information: +46 8 320 100.

General Medical Care

If you need to see a doctor for illness that is not work-related, call: +46 8 320 100 (this is NOT the emergency number), then press 3. You will be able to talk to a nurse who will help you find a doctor.

Dental Care

Everyone who lives in Sweden can receive subsidized dental care from the age of 20. Nevertheless, dental care is quite expensive so it might be a good idea to visit a dentist before you come to Sweden. Dental care is free of charge for children and young people under 20. More information:

- www.forsakringskassan.se/sprak/eng

112

Emergency (Call 112)

In the event of an emergency, call 112 to get an ambulance.

Medical Care for Employees

As an employee you can contact the University's healthcare provider helpline for work-related illness. The agreement does not include general medical care, but as you might be unable to determine yourself whether an illness is work-related or not, you should always call and consult a nurse. More information:

- www.su.se/english/staff-info/medical-care

University Health Insurance

The University offers students, visiting researchers and other guests free insurance through the national Legal, Financial and Administrative Services Agency (Kammarkollegiet). The policy provides emergency medical and dental coverage free of charge for any visiting researchers, lecturers, conference and seminar participants, opponents of doctoral theses and other foreign visitors and their families. More information:

- www.kammarkollegiet.se/english/

Swedish Social Insurance Agency

Swedish social insurance covers everyone who lives or works in Sweden – including international research students. This insurance provides financial protection for families and children, for people with a disability caused by illness, as a result of a work, injury or old age. The Social Insurance Agency (Försäkringskassan) administers social insurance and ensures that you get the benefits and allowances you are entitled to.

To be covered by a social insurance benefit, you must, as a rule, either be resident in Sweden or be working here. If you work in Sweden, you are also insured for employment-based benefits.

EU/EEA citizens should bring the European Health Insurance Card, issued by the social insurance office in your home country. The card states that you are entitled to health care on the same conditions and at the same price as permanent residents in Sweden.

Absence Due to Illness

As an employee at the University, you are required to submit a doctor's certificate to your department, centre, etc. if you are absent due to illness for more than seven calendar days in a row.

After any absence due to illness you are required to fill a form (Assurance of Illness Statement) and submit it to your department, centre, etc.

All materials relating to illness, including doctor's certificates, etc. are treated in the strictest confidence in accordance with the Official Secrets Act.

For more information see *You and your workplace* on the staff web page:

- www.su.se/english/staff-info

Parental Benefit

As a parent you are also entitled to parental benefit if you take time off work to look after the child. Parental benefit is payable for 480 days for children born in 2002 or later and for 450 days for children born before 2002.

Preventive Health Care

As an employee at the University you are entitled to one hour per week of preventive health care (friskvård, i.e. keep-fit activities) during working hours. You have access to a number of free or heavily discounted activities in Frescatihallen as well as a staff gym.

Friskis och Svettis, who have training facilities around Stockholm, offer Stockholm University employees a ten percent discount on their annual pass. You may purchase the card directly at any of Friskis och Svettis' fourteen facilities in Stockholm. Make sure to take your University pay-slip, together with your ID if you wish to buy the pass.

Employees are also entitled to limited reimbursement for basic health and fitness activities on presentation of receipts. Contact your departmental administrator for details of the exact sum. The reimbursement can only be paid for training fees or for the purchase of entry passes for leisure centres such as gyms, swimming pools and other physical activity centres. However, the activity must be geared towards keeping fit: i.e. not golf, horse-riding, etc.

Medical Care for Research Students

Research students are also entitled – in addition to the above-mentioned services – to visit the Stockholm Student Health Unit. The Unit offers health counselling and psychiatric counselling. Make an appointment or visit during reception hours if you need medical advice or want to see a psychologist. All visits are free of charge for students at Stockholm University.

Visiting address: Studentpalatset, Norrtullsgatan 2, telephone: +46 8 674 77 00.

More information: www.su.se/english/study/current-students/student-health-service

Health Insurance for Research Students

Research students are entitled to varying levels of health insurance, depending on how your studies are financed.

If in doubt, contact Kammarkollegiet: www.kammarkollegiet.se/english

Health and Fitness for Research Students

Research students who are not employees are entitled to the same health and fitness benefits as employees.

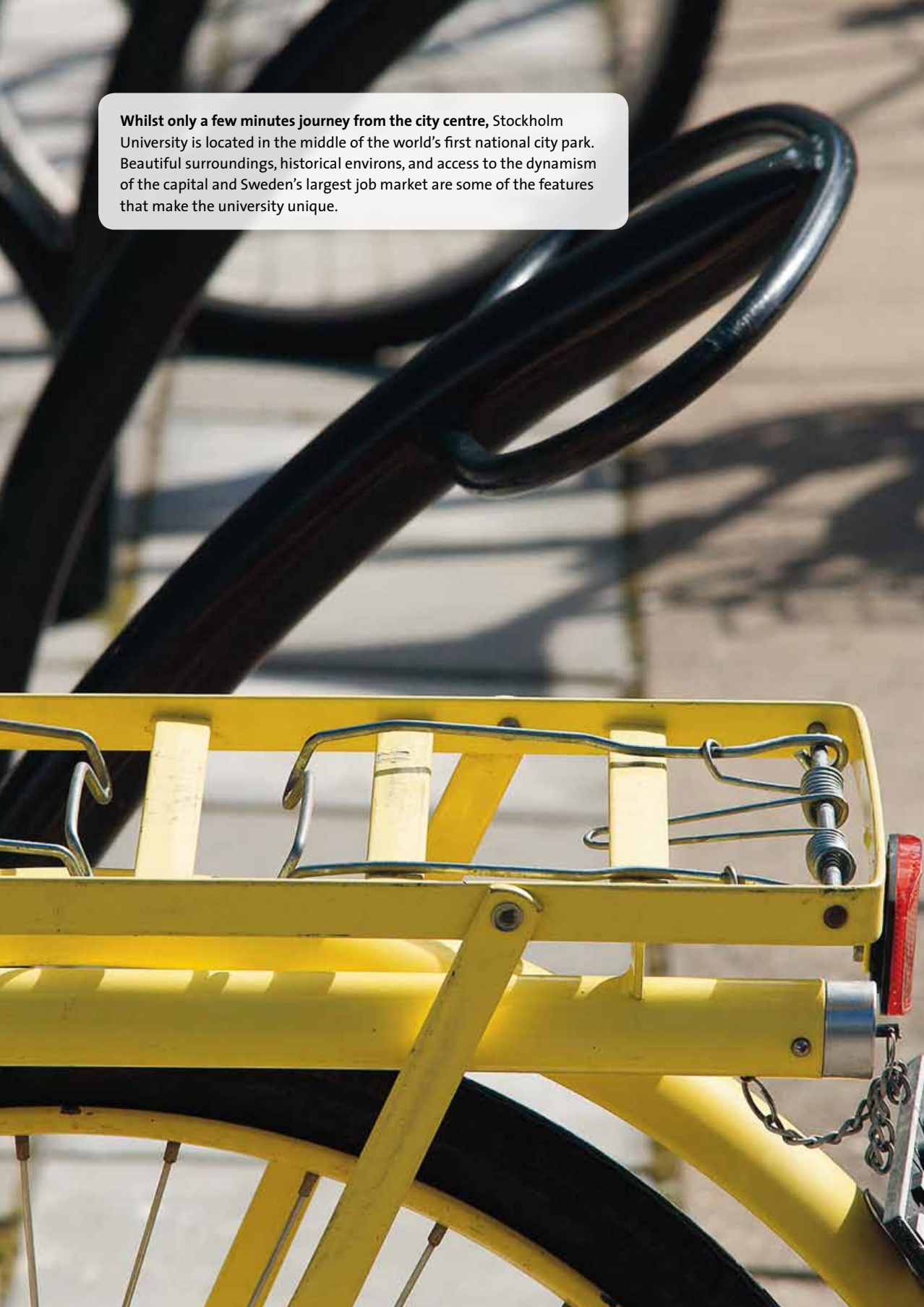
If you are invited to dinner with a Swedish family, don't forget to say tack (thank you). Swedes say it all the time.

– Kan du skicka saltet, tack?

– Varsågod!

– Tack!

tack Tack
TACK
tack



Whilst only a few minutes journey from the city centre, Stockholm University is located in the middle of the world's first national city park. Beautiful surroundings, historical environs, and access to the dynamism of the capital and Sweden's largest job market are some of the features that make the university unique.

Living in Stockholm

Climate and Clothing

Stockholm has a moderate climate. On the longest night of the year in December it is dark for about 18 hours. The coldest months of the year are usually January and February. The average temperature during winter months is about -3°C. Snowfall usually occurs from January to March. On the longest day in June the sun is up for about 19 hours. July and August are usually the warmest months with the average temperature being 16°C. Dress in Sweden, especially at the university, is mostly informal.

Local Transportation

Public transport is easy to use in Stockholm, and in Sweden in general. Stockholm Public Transport (SL) provides travel by commuter train, underground, bus, tram and boat, throughout the greater Stockholm area. Underground stations are marked with a blue (T) and commuter train stations with a blue (J).

Tickets for travel with SL services should be bought in advance and cannot be purchased on busses. There are a number of ticket types available, including season tickets, a 30-day card, strip of tickets, and single tickets with short validity. Tickets are available from machines or newsagents or via mobile text message (SMS).

Further information, prices and a journey planner can be found at:

- www.sl.se/english

Internet and Telephone

At the University there is a free wireless network which you can access from any computer with your university account.

Sweden is an advanced IT nation with high-speed broadband coverage in virtually the entire country. To purchase a broadband subscription, ask your landlord what internet providers operate in your area, or purchase a mobile broadband subscription from a high street store.

Should you wish to use a mobile phone whilst in Sweden, there are plenty of options. Probably the best option is to bring your mobile phone from your home country and purchase a pre-paid SIM card in Sweden.

Electricity

Sweden uses the standard European two-pin plugs and voltage is 230 volts/50 cycles. If you are bringing your own electrical equipment with you, find out if it can be used safely on this voltage or whether you will need an adaptor.

Some Basic Rules and Rights

Pedestrians

Walk on the pavements. Pedestrians have the right of way over motor vehicles when crossing the street where indicated at intersections. When crossing at an intersection with traffic lights, it is necessary to wait for the green walk sign. Always try to make eye contact with the driver before stepping out.

Bicycles

The rules of the road that apply to cars also apply to bicycles. A license to operate a bicycle is not required. If you ride your bicycle at night, it must, according to Swedish law, be equipped with lights and adequate reflectors. There are many designated bicycle lanes throughout the

city. Children under 15 are obliged by law to wear a helmet.

Shoplifting

Petty theft and shoplifting (theft under SEK 800) are criminal offenses in Sweden. Even first-time offenders will be given a criminal record, which can affect a person's immigration status in Sweden.

Alcohol and Drugs

Sweden has a government alcohol monopoly called Systembolaget, responsible for the sale of alcoholic beverages stronger than 3.5 percent by volume (strong beer, wine and spirits). You must be 20 years old or over to make purchases at Systembolaget. Supermarkets and other shops often sell alcoholic drinks under 3.5 percent by volume, such as cider and beer.

Restaurants and bars with permission can serve alcohol to anyone who is at least 18 years old, though many nightclubs voluntarily require a minimum age above 18 (usually 20 or 23). Take a photo ID with you when you are out at night.

The use of, possession of, and trafficking in restricted drugs (marijuana, heroin, cocaine, etc.) is illegal and subject to a fine, imprisonment or deportation.

Work and study are not compatible with the consumption of alcohol or other drugs. The consumption of alcohol or other drugs outside working hours must also not affect safety, productivity and well-being in the workplace.

If a problem arises relating to the use/abuse of alcohol or other drugs, it is vital to deal with such problems both swiftly and professionally. Contact the University's healthcare providers for help.

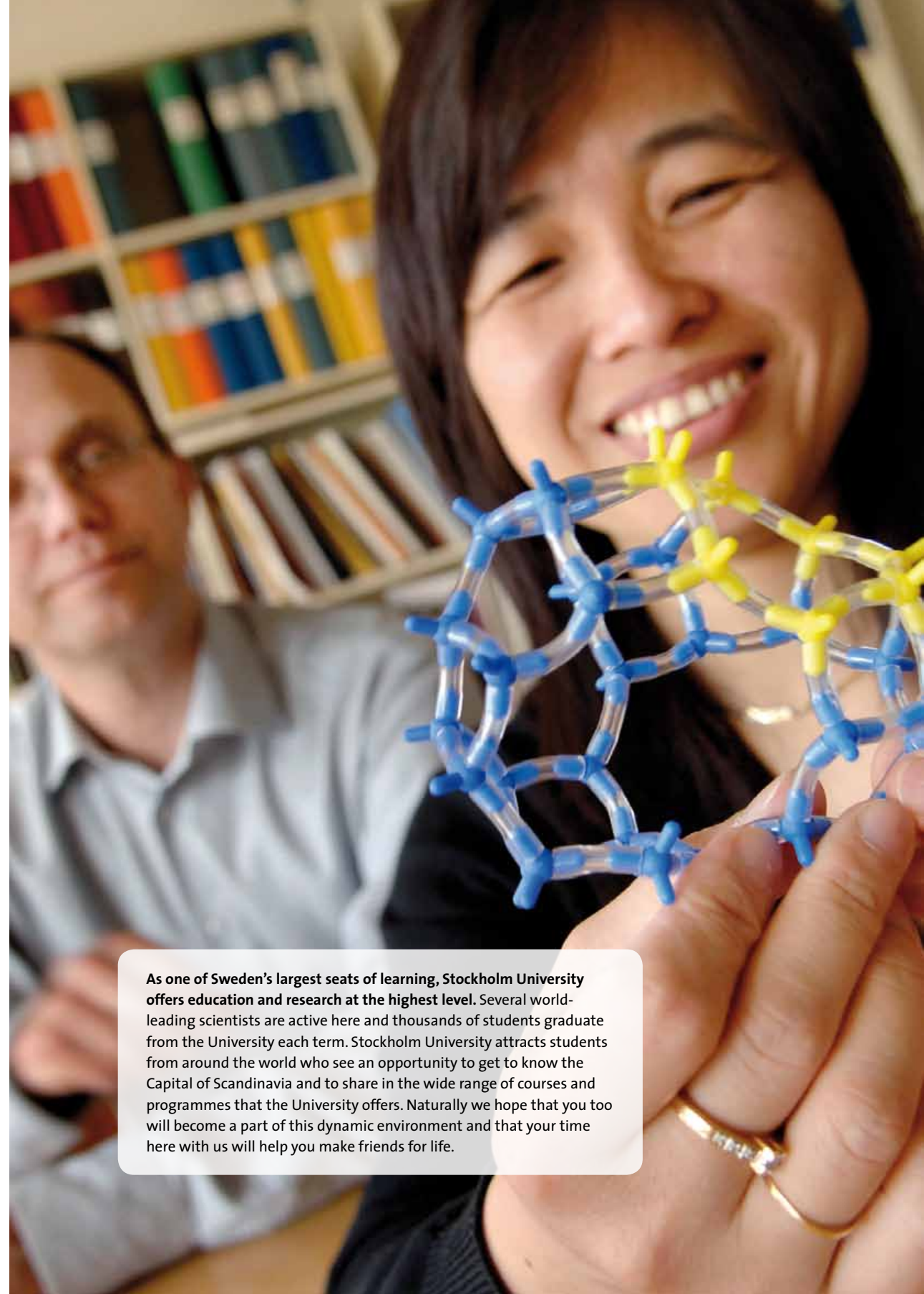
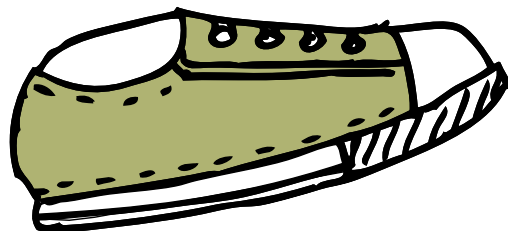
Smoking

Smoking is prohibited in most public buildings and in all restaurants. There are some designated areas where you can smoke. You can be fined if you smoke in non-smoking areas. Smoking is not allowed within 15 metres of all university buildings.

Student Travel Card

Research students who hold a student identity card can buy a Student Travel Card that gives a reduction on the cost of travel. When travelling with the Travel Card, you should always carry your student identity card (obtained from Student Union) and your ordinary identity card.

Take your shoes off if you are invited to somebody's home. Even if it is dry outside and your shoes are dry. Most Swedes walk around in their socks when at home.



As one of Sweden's largest seats of learning, Stockholm University offers education and research at the highest level. Several world-leading scientists are active here and thousands of students graduate from the University each term. Stockholm University attracts students from around the world who see an opportunity to get to know the Capital of Scandinavia and to share in the wide range of courses and programmes that the University offers. Naturally we hope that you too will become a part of this dynamic environment and that your time here with us will help you make friends for life.

Working Life

Terms of Employment

An overview of the terms of employment for all staff (working hours, leave, vacation, illness and medical treatment, insurance) is to be found in the document 'You & Your Workplace'.

For more information see *You and your workplace* on the staff web site:

- www.su.se/english/staff-info

Working Environment

At Stockholm University everyone – managers, staff and students – contributes to a good atmosphere by actively promoting an excellent, supportive working environment and complying with applicable working environment policies. A good psychosocial working environment is imperative as it develops employees' creativity, and favourably influences his or her health, creating ideal conditions to perform well at work. Greater transparency and a supportive work culture create an opportunity for staff and students to have greater involvement and influence at work.

The head of department is responsible for issues relating to the working environment at the department. The safety representative is a trustee who has the task of safeguarding a healthy work environment with specific legal rights and obligations in this area. The occupational and student health services support the management and the departments.

Travel on Official Business

Travel on official business must be planned and carried out by the most cost-effective method possible. The person traveling must use the University's appointed travel agencies. When booking travel from the University's travel agency, a booking confirmation will

be sent to a contact person at the department or equivalent to confirm that the person who has made the booking is an employee of the department and is authorized to do so.

The University applies 'climate compensation' for business travel flights. Before making any travel arrangements you should consider whether there is a viable alternative to travelling: e.g. video conferencing. For travel within Sweden, the travel policy recommends taking the train rather than flying for journeys of up to 500 km.

Reimbursement for travel on official business are paid following the submission of a travel expenses claim form.

Travel Insurance

You must carry the Swedish State Business Travel Insurance Certificate on all business trips abroad: this certifies that you are insured by Kammarkollegiet. The Travel Insurance Certificates are issued by your department. For further information outlining the cover you are entitled to on business trips abroad, you are advised to contact Kammarkollegiet.

Staff Organizations

At Stockholm University formal negotiations between the University and employees are handled specific unions or associations.

For more information see *Staff organisations* under the *Resources* section of the staff web site:

- www.su.se/english/staff-info

Additional Resources

The Swedish Institute has an excellent website that contains a wealth of general information about working in Sweden:

- www.workinginSweden.se

Funding for Research Students

Research studies are funded in a variety of ways, including university-awarded doctoral studentships or study grants, scholarships, study loans, paid leave of absence from other employment or other kinds of guaranteed income.

A study grant (utbildningsbidrag) is classed as pensionable income but does not allow for sickness benefit or unemployment benefit. A doctoral studentship (doktorandanställning) funded via a study grant may, when combined with employment as an assistant, give the possibility for an annual salary increase.

If you are a research student, it is important that you find out what your employment status is, as this will affect your right to enjoy certain benefits. Only regular employment gives you full benefits such as unemployment fund, sickness benefit, parental allowance and the right to paid vacation.

Further useful information for research students is to be found in the Handbook for Postgraduate Students, at the website of the Swedish National Agency for Higher Education. www.doktorandhandboken.nu/english

Student Organisations

The Student Union

The Student Union organizes many activities on campus, as well as various clubs and councils, including the PhD Student Council at your department.

Student governance is an important principle of Higher Education in Sweden. Each council elects student representatives for Boards and Councils at all levels of the University. Membership in the Student Union is optional, although as a PhD student you automatically become a member of your department's Student Council.


Services provided by the Student Union include:

- a PhD Student Counsellor (Doktorandombud) who can assist with information, advice and support in both general and specific questions with complete confidentiality
- a service desk (Kårexpeditionen) in Allhuset. The staff can help you with questions about membership, discounts and the Student Card.

You can find out more about the Student Union on their website, where you can also sign up for membership: www.sus.su.se/en

Graduate Student Association

DocMa, the Graduate Student Association, is an association for Master's and PhD students which specifically aims at including international students, using English as a working language. The association organizes seminars, workshops and activities and has a newsletter for international students. More information: www.sus.su.se/docma



Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.7 million visitors every year. The library is a natural meeting point on campus and a key agent of information supply at Stockholm University. At the library you will have access to all scientific literature that you need within the subject areas offered at the university.

The main library is located on the 4th floor and is connected to the D building of Södra huset at Campus Frescati. There are also many department libraries.

Further information can be found at www.su.se/english/library

Academic Life

Sweden's Educational System

Higher education in Sweden is divided into three cycles, in accordance with the Bologna system:

- the undergraduate, or first cycle (3 years),
- the master's, or second cycle (2 years), and
- the PhD, or third cycle (4 years).

A PhD is the most advanced academic qualification awarded in Sweden. It marks the culmination of a programme of doctoral studies that comprise 240 credits – a total of four years of full-time study – in which the doctoral thesis accounts for at least 120 credits. The total period of study is, however, mostly longer. The reason for this is that research students often do not spend all their time on their studies – they can, for example, frequently spend 20 per cent of their time on departmental duties such as teaching undergraduates.

Swedish Academic Environment

The Swedish academic environment is informal: professors and staff members mostly dress in casual clothes and speak in a familiar style with colleagues and students.

Academic Year

The academic year is divided into two semesters, each lasting 20 weeks. The autumn semester runs from late August to mid-January and the spring semester runs from mid-January to early to mid-June.

Term Times

There are no official holidays during term time. Students on certain courses will be required to submit assignments or sit exams throughout the whole semester. There is usually a two-week teaching break at Christmas, but we would advise you to

check your department's website for essay/exam timetables before making any travel arrangements, or to contact the department directly if this information is not yet available on their website.

For more information see the *Important dates* section on this web page:

- www.su.se/english/about

National Holidays

Information about public holidays in Sweden can see *Sweden facts* on the Sweden tourism site:

- www.visitsweden.com/sweden/

Language

The working language in many departments at the University is generally Swedish, though this varies from department to department. Departments with many international research students and visiting researchers, for example, may choose to adopt English as the working language.

Swedish Language Courses

International students, as well as researchers, doctoral candidates or holders of scholarships, admitted directly by a department, may apply for Swedish language training at the Department of Scandinavian Languages. Courses start in September and February. Please contact student adviser Eva Bogren: eva.bogren@nordiska.su.se for details. For more information see *Swedish language courses* under the *Resources* section of the staff web page:

- www.su.se/english/staff-info/links/

IT Services

The University Account

All students and staff need a University Account in order to gain access to the network

and computers at Stockholm University. Users have to have been registered at their department for at least four hours before the University Account can be activated.

To open your account you need to visit the help desk in the University Library in the D Building of Södra huset. Bring a photo ID and your Swedish national ID number (or your P- or T-number if you don't yet have a standard ID number). Before getting your password you must read and sign the regulations governing the use of network and computers. More information:

- www.it.su.se/studentsupport/english

The University Card

Your University Account has to be opened and activated before you can collect your University Card. The University Card is used to log-on to the printers and copying machines. The University Card also allows

you to borrow books and other materials from the library. Collect your card at the help desk in the University Library in the D building of Södra huset. Bring a photo ID and your P-number. More information:

- www.it.su.se/studentsupport/english

Webmail

The University webmail service allows staff and students to use the University email account without installing a desktop client. Email can also be managed using standard email programs. University webmail service:

- <https://mail.su.se>.

IT Help Desk

Contact the IT Help Desk for information and assistance regarding your University Account.

- Telephone: +46 8 16 1999
- E-mail: helpdesk@it.su.se

Study Plan for Research Students

Contact your supervisor at your department to draw up and sign an individual study plan, which is intended to make clear the rights, duties and expectations that rest with the faculty, the supervisor and the research student.

Departmental Duties for Research Students

Research students who are on doctoral studentships or receiving doctoral grants are often given departmental duties (no more than 20 per cent of a full-time post) such as teaching or administrative tasks. For those employed on doctoral studentships these duties may form part of their work while students receiving a doctoral grant may also be given part-time employment as teaching or administrative assistants to top up their income (the period allowed for completion of the doctoral programme is then correspondingly extended). Not all doctoral students are assigned departmental duties—but the experience and teaching qualifications these duties can offer are invaluable.

Language Requirements for Research Students

Most departments have no formal requirements regarding command of the Swedish language for admission to postgraduate programmes. However, since lectures and seminars are often held in Swedish, postgraduate students are strongly advised to attend short Swedish language courses offered by the university alongside their graduate programme.

Stockholm University Library

Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.7 million visitors every year. The library is a natural meeting place on campus and a key information resource at Stockholm University. The main library is located on the 4th floor and is connected to the D Building of Södra huset. There are also many departmental libraries. More information:

- www.sub.su.se

Green Campus

Stockholm University, located in the national urban park, is Sweden's largest university. Environmental research and education are carried out in the natural, social and interdisciplinary sciences, and the University aims to be a leader in education and research on the environment and sustainable development.

Numerous activities take place to reduce the negative impact of the University on the environment. For example, the University works actively to save energy and cut down on office paper; rubbish is sorted for recycling and ecological goods are purchased where possible. There is also an emphasis on using technology to facilitate long-distance collaboration so staff don't have to travel around the globe in order to collaborate with colleagues. The University's current "Environmental Action Plan" puts particular emphasis on reducing its carbon footprint. There are concrete proposals on how to, for example, reduce business travel, improve energy use, purchasing and procurement, and better handle chemicals and waste.

Ethics

As a researcher or doctoral student at Stockholm University you are expected to uphold the University's commitment to scholarly teaching and/or research. Staff are expected to maintain the rigorous academic stan-

dards expected of a leading international university.

Stockholm University is proud of its tradition as an arena for critical cultural and scientific debate, and works actively to ensure that equal opportunities and equality exists for all employees and students. As a member of the university community, you should treat everyone with courtesy and respect, regardless of their role.

Scientific Dishonesty

Students or staff who are found to have knowingly published or attempted to pass off another author's language, thoughts, ideas, or expressions as their own research will be disciplined in accordance with the guidelines stipulated by the Swedish National Agency for Higher Education. More information:

- www.su.se/english/about/rules

After Your PhD – Building an Academic Career

After receiving a PhD, a researcher can choose to either leave the University to work in business or the public sector, or to pursue an academic career. Those wishing to continue their career in higher education often apply for a postdoctoral position (postdoktor), which gives the possibility of conducting further research. A 'postdoc' is also a useful means of gaining permanent employment as a lecturer. Appointments are made for a period of up to two years with the option of extension if there are special considerations, such as illness and parental leave. To qualify for a postdoctoral position the applicant's doctoral degree should not be older than three years prior to expiry of the application period.

In addition, the University can also, for a certain activity and period of time, engage researchers and teachers as, for example, visiting researchers or visiting lecturers as well as adjunct lecturers.

Research Funding

How to Find Research Funding

The Research Liaison Office can help with information about research funding in Sweden and how it is handled at the University. Please do not hesitate to contact the Research Liaison Office. More information:

- www.su.se/english/staff-info/support

State funding

The state is the largest funder of research at colleges and universities in Sweden. The main government research funding, in addition to direct appropriations from the state to colleges and universities, are research councils and other research funding agencies. Research foundations, the EU, local authorities and other regional grants may help you fund further research.

Research funding agencies

There are four agencies that primarily fund research in Sweden:

- The largest is the Swedish Research Council (Vetenskapsrådet, VR) which supports basic research in science, technology, medicine, humanities and social sciences.
- Formas, the Swedish Research Council for Environment, Agricultural Sciences

and Spatial Planning supports basic research and needs-driven research in the fields of Environment, Agricultural Sciences and Spatial Planning.

- The Swedish Council for Working Life and Social Research (FAS) supports and initiates basic research and needs-driven research in the fields of Chemical and physical hazards at work including electromagnetic fields of Stress, work and health, Work organisation, Labour market issues, Public health and health services, International migration and ethnic relations, Social policy and social insurance, Social welfare, Family and children, The elderly, Disability and Drug abuse.
- VINNOVA, the Swedish Governmental Agency for Innovation Systems, primarily supports needs-driven research activities in the areas of engineering, transport, communications and working life.

Research foundations

A number of foundations that fund research were formed at the mid-1990s with funds from the previous wage-earners' funds. Among the largest of these foundations are

the Foundation for Strategic Environmental Research (Mistra) and the Swedish Foundation for International Cooperation in Research and Higher Education (STINT). The Bank of Sweden Tercentenary Foundation (Riksbankens Jubileumsfond, RJ) is another important foundation formed with public funds that supports research.

Private funders of research

Also, many private funders provide significant contributions to research. Among the largest are the Knut and Alice Wallenberg Foundation, the Marianne and Marcus Wallenberg Foundation and the Swedish Cancer Society.

EU funding

The EU is an important funder of research at the University. The EU's Seventh Framework Programme (FP7) is Europe's largest and most comprehensive support for research. It supports research in several different research areas, and you can apply for collaborative projects, as well as individual projects.

Research Professional – Find Funding Fast

Stockholm University has a subscription with Research Professional, a major database of research funding opportunities, which is available to all researchers and staff. Research Professional contains information on calls for research funding, post-graduate and postdoc funding, travel grants,

conference grants, and much more. Please note that all calls in Research Professional that are displayed to you are open to Swedish applicants, including calls from abroad, e.g. the U.S.

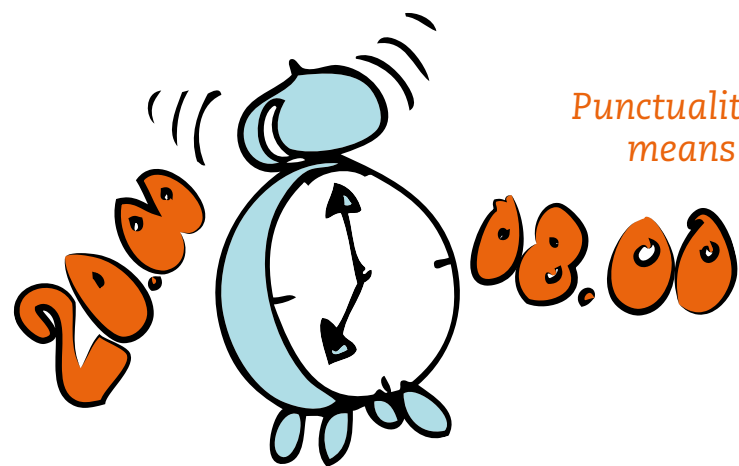
The database can be searched from all computers connected to the Stockholm University network by entering via the Campus access button. You can also set up a personal account which will enable you to save searches, make bookmarks, and subscribe to alerts by e-mail – a single e-mail per week with all the current calls that match your saved searches.

- www.researchprofessional.com

Calls for Proposals and Applications

The four Swedish research agencies publish most of their important calls for proposals in the spring and most EU FP7 calls are published during the summer. Most research funding agencies and foundations welcome non-Swedish applicants, but there might be restrictions in a few cases, so remember to read the guidelines carefully.

Before applying for any grant, always contact your head of department to have your application approved. Also contact the Research Liaison Office who will be able to give you advice and support. The financial officer at your department will assist you with making your project budget and the Human Relations Office can help with employment issues.



Social Life

Sports and Recreational Facilities

The Student Union at Stockholm University runs independent sporting facilities on campus for both students and employees at the University. Frescatihallen is a 5,600 m² sports centre on campus that offers halls for ball games, badminton, tennis, weight training, group training and more. See also the section on Preventive Health Care (above). More information:

- www.ssif.su.se/index_e.asp

Euraxess Services Centre Sweden (Mobility Centre)

The Euraxess Services Centre Sweden (Mobility Centre) provides easily accessible online information as well as practical assistance for researchers moving to and from Sweden. A wide range of useful information about research projects, jobs, permits, housing and more can be found at the Researcher's Mobility Portal. More information:

- www.researchinsweden.se

Faculty Club

The Stockholm University Faculty Club Manne Siegbahn is a pleasant meeting place for University staff and researchers to get together and relax. All employees at Stockholm University are entitled to become members. A small membership fee of SEK 200 applies. More information:

- www.su.se/english/faculty-club

Stockholm International Researchers Association (SIRAP)

Stockholm International Researchers Association (SIRAP), is an association which organises club evenings, excursions, lectures and other events for international researchers in Stockholm. Membership is free for researchers and their families. More information:

- www.sirap.info

At banks and many other places there are organized queuing systems. In the absence of such systems, Swedes are generally good at forming their own queues. If you see a crowd standing in a row, it is probably a queue.



During the spring, or on sunny autumn days, you might prefer to sit on the grass and read.

Nature is always close when you are at the campus. The Bergius Botanic Garden, with more than 9,000 species is located within walking distance from campus. The herbal section, the botanic park with its flowerbeds, Victoriahuset, Edvard Andersson's glasshouse and the fruit and berry gardens are of an international standard.



