

The PhD Handbook

Department of Social Anthropology

Introduction

First off, congratulations on becoming a PhD student. We all know it can be difficult getting into the program, it is an achievement and your acceptance marks the start of a longer academic journey. As you will soon learn, graduating from the program, at least in time, is also an achievement. The work we do can be both rewarding and stressful, it can be draining but also energizing. Most of us work by ourselves, on our own projects, but that does not mean that we work alone. There is much support to be had among colleagues at the Department and at Stockholm University.

This handbook is intended to be a document that gathers relevant information from various sources. Bringing the different papers that instruct, regulate and guide our work into a handbook will hopefully provide a better overview of the conditions that apply to being a PhD student. That being said, the handbook will not cover everything. Informal and tacit knowledge, that play important roles in any workplace, are beyond the scope of this handbook and you will learn this in other ways. Furthermore, since the handbook depends on documents that are liable to change over time, certain things may become outdated. To mitigate some of these problems the handbook provides many links that may help the reader to search for answers. Even if some of these specific links become inactive over time, they still point in a general direction where answers might be found.

The handbook was written with the intention to clarify and help new PhD students in regards to two aspects. One aspect is our work, the relations that our work entails and the rights and responsibilities that come with our employment. The second aspect is related to our needs for a life outside of our workplace and seeks to give solutions to practical problems. This section may be especially relevant for PhD students that have little or no experience of Stockholm and/or Sweden.

As a start, feel free to look through and familiarize yourself with the following documents. They provide much of the framing for our work conditions at the Department:

The general syllabus (Den allmänna studieplanen)

This document contains the general content of our PhD program. Among other things, it details how our education is structured, how many courses we are required to take and which ones that are mandatory.

http://www.socant.su.se/polopoly_fs/1.133585.1367480855!/menu/standard/file/General_Syllabus_PhD_Program.pdf

The Faculty of Social Sciences PhD handbook (Doktorandhandboken för samhällsvetenskapliga fakulteten)

This document covers many of the larger issues – finance, thesis defense, supervision, and so on – of relevance to our lives as PhD students at the faculty of Social Sciences. It provides a useful start for learning more about what rights and what responsibilities that comes with our position. Unfortunately, there has yet to emerge an English version.

http://www.samfak.su.se/polopoly_fs/1.50638.1320919443!/Doktorandhandboken.pdf

Guidelines for PhD Studies at the Faculty of Social Sciences (Riktlinjer avseende utbildning på forskarnivå vid samhällsvetenskapliga fakulteten)

This document contains additional guidelines for the PhD program.

http://www.samfak.su.se/polopoly_fs/1.50631.1371114462!/menu/standard/file/Riktlinjer_utb_FN20130612%20.pdf

The Higher Education Ordinance (Högskoleförordningen)

This is an ordinance made by the Swedish government to complement the Higher Education Law, made by the Swedish parliament. The ordinance regulates many of the rights and responsibilities that we have as PhD students.

<https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/#chapter1>

You and your workplace (Du och din arbetsplats)

This document applies to the university as a whole and it describes the employment conditions we find ourselves in. It contains information regarding vacation, illness, parental leave and insurance. It is important to consult this document in order to understand our rights and responsibilities.

http://www.su.se/polopoly_fs/1.107733.1460988004!/menu/standard/file/You_and_Your_Workplace_160407tk.pdf

Getting started

When you begin your employment a number of things happen. According to the rules in the Higher Education Ordinance, and Stockholm University's interpretation of them, you are entitled to a workspace and to the tools needed to complete your work. It means that you should have a chair to sit on, a desk to work at and a computer to type on. This entitlement, however, does not guarantee that you will have these things in your own personal office. Getting a personal office room is dependent on the availability of rooms and it is a process that operates by seniority, meaning that PhD students that are closer to completion, and thus in a more intense writing period, are given priority over those who have just started.

Sitting down all day to type and read can have many negative effects over time. Having a healthy workspace and work environment is crucial to avoiding sickness and injury. As an employee of Stockholm University, you have the right to the occupational health care services provided by the company Feelgood on behalf of our employer. You may schedule, without any approval from a manager, three visits or consultation per year with physicians, therapists and physiotherapist at Feelgood. You may also request the assistance of our Ergonomics Ombud (Ergonomiombud) to see what improvements can be made with regards to your workspace.

Being a PhD student means being in two categories at once because we are both students and employees. As employees, we can join a labor union, take up unemployment insurance and enjoy certain benefits, for instance the University's health program or the employee gym located beneath Allhuset. As students we can

join the Student Union and thus get useful discounts on things like SL, SJ, or lunch restaurants around campus and we can, if necessary, apply for student housing.

PhD students are expected to be independent and self motivated. Most of us formulate our own research projects and supply the labor to get the work done. Supervisors are important and provide help, but no one else will do the work for us. In contrast to many other occupations, if we are sick, the project will not move an inch forward. On the other hand, we have considerable freedom compared to other jobs. Compared to many other professions, we can often chose or influence where, when and how we work.

Working from the office has many advantages, especially for PhD students. It affords a certain structure, it brings proximity to the Department and the Universitys libraries and above all, you can ask and talk to colleagues that might be able to expand your intellectual horizons or just make you laugh. The experiences of senior researchers at the Department also seem to suggest that those who regularly work from the office stand a better chance of finishing in time.

A number of other things also happen as you begin and continue your journey as a PhD student. These include the topics of individual study plans, supervision, working for the department, how our salaries work, how we extend our time and what we do if things go really wrong. All of these topics are covered in the following pages.

Additional information on occupational health care:

<http://www.su.se/medarbetare/personal/arbetsmilj%C3%B6-h%C3%A4lsa/f%C3%B6retagsh%C3%A4sov%C3%A5rd/viktig-information-till-dig-som-anst%C3%A4lld-chef-om-f%C3%B6retagsh%C3%A4sov%C3%A5rden-1.241456>

Supervision (Handledning)

At least two supervisors will be appointed for a PhD student at the beginning of their program. It is common but not necessary that one supervisor takes more responsibility than the other. The Department is required to ensure that PhD student have adequate supervision and that two supervisor are appointed, however

the process of finding and assigning supervisors can be eased by the PhD student taking an active stance in the process.

A PhD student has the right to at least 75 hours of tutoring per year, totaling 300 hours over a 4 year period. The forms by which these 75 hours of tutoring is spent – written comments, meetings, and so on – should be agreed upon by the PhD student and the supervisors in question. The need for guidance may also change over time and so it is important to spend the hours wisely, but also to remain flexible. Since the ways in which people prefer to work can be quite diverging, it will be up to the supervisors and the PhD student to agree on how often they will meet. As 4 years pass quite quickly, it is much better to discuss and address problems with the dissertation work early on.

Supervision is a core concern for PhD students and it is one of the most talked about topics in the PhD council. As all relationship, the one between PhD student and supervisor can deteriorate and move in a problematic direction. If you feel that the relationship is not working properly, you could first try to discuss it directly with your supervisors. This is probably the best first step, as it is possible that the supervisors and the PhD student can overcome some issue and perhaps move to a better relationship. If such a step proves difficult or irrelevant, much support can be had from other PhD students and in the PhD council. If talking with supervisors and fellow PhD students does not help in addressing the problem, you can first turn to the Director of Doctoral Studies (Studierektor för forskarutbildningen), and secondly to the Head of the Department (Prefekten). You can also get support and help from the PhD Student Ombudsman (Doktorandombudet) at the Stockholm University Student Union (Stockholms universitets studentkår).

It is important to remember that as a PhD Student, you have the right to change supervisors. This is a right that cannot be denied, as it is a part of the Higher Education Ordinance (Högskoleförordningen). The University and the Department have an obligation to help you change supervisor. It is, however, a right that should be exercised as a last resort, if other options have been exhausted, as a number practical issues may follow on changing supervisors.

Union reflections on being supervised and supervising:

http://www.sulf.se/Documents/Pdfer/%C3%96vriga%20rapporter%20o%20skrift/A5_SDF_rapport_Om%20att%20bli%20handledd%20och%20handleda_eng.pdf

Wage increases (Doktorandlönestegen)

Special regulations apply to the wage increases of PhD students. There are three levels of salaries that a PhD student can reach. The first level is 24,700 SEK, the second level is 27,100 SEK and the third level is 28,500 SEK before tax.

These levels are based upon where the PhD student is in regards to the completion of their doctoral degree. It is up to the supervisor to decide when the doctoral student has reached the next salary level. Should the supervisors not take the appropriate action regarding the salary level, the PhD student should bring subject to the supervisors attention and the Director of Doctoral Studies. If an error has been made, that is, if a PhD student have qualified for the next level yet not been moved to that level until a later date, the PhD student should receive retroactive payments.

The first level is the entry level and it is the pay which a PhD student receives upon beginning their employment. The second level is reached when the PhD student has completed 50% of their credits, including both course credits and credits from fieldwork and writing. Ideally this level will be reached when the PhD student has come halfway through their graduate training, around the time when the PhD student is supposed to give their 50% seminar. The third and last level level is reached when the PhD student reaches 80% completion of credits.

Dealing with the differing levels of wage increase can often be an exercise in uncertainty on behalf of the PhD student. Although the system operates with specific quantities, 50% and 80% of 240 credits, the qualitative judgment of the supervisors are necessary to assess when the PhD student has accumulated a certain quantity of credits, especially for dissertation writing. It thus important that supervisors and PhD students discuss the issue and that whatever gets agreed upon

also becomes visible in the individual study plan and communicated to the department's head of administration (Administrativ chef).

About the wage levels at Stockholm University:

<http://www.su.se/medarbetare/personal/personaladministration/1%C3%B6n-och-ers%C3%A4ttning/1%C3%B6nes%C3%A4ttning/1%C3%B6nstege-f%C3%B6r-doktorander>

About the Union Agreement (kollektivavtal) at Stockholm University:

<http://www.su.se/medarbetare/personal/anst%C3%A4llningsvillkor/avtal/villkorsavtal-su-lokalt-avtal-1.137082>

About PhD Student employment:

<http://studera.nu/startpage/doctoral-studies/funding/doctoral-studentships/>

About Unions and Unemployment Insurance (A-kassa)

<http://studera.nu/startpage/doctoral-studies/rights-and-support/unions-and-unemployment-funds/>

The Swedish Social Insurance Agency (Försäkringskassan)

At this webpage you will find useful information about regulations that include PhD students, especially concerning sick pay.

https://www.forsakringskassan.se/arbetsgivare/sjukfranvaro/sjuk_1_14/om_sjuklon/lut/p/a0/04_Sj9CPykssy0xPLMnMz0vMAfGjzOIjAx8nZwMHQ0sgg0sDDwtPSxd3SyN3C3NTPWDU_P0C7IdFQFwAeGA/

General information on social benefits in Sweden:

<http://work.sweden.se/living-in-sweden/social-benefits/>

The individual study plan (Den individuella studieplanen)

The Individual Study Plan (Den individuella studieplanen) is one of two types of study plans described in section 3.3 of the Doctoral Student Handbook compiled by the Faculty of Social Sciences (Doktorandhandboken för samhällsvetenskapliga fakulteten). Some information about the Individual study plan is also available in the General Syllabus (Den allmänna studieplanen).

The Individual study plan is a contract that regulates what and when things are to be done during a PhD students employment. The Doctoral Student Handbook compiled by the Faculty of Social Sciences address, on page 7, the Individual study plan as a “binding agreement between the PhD student and the Department, where mutual requirements and expectations can be formulated. The supervisor and the PhD student should regularly check whether the studies are proceeding according, as well as discuss whether necessary revisions must be made to the plan”. Furthermore, the plan must be revised once every year, apart from any ongoing revision that may have occurred throughout the year.

Being a binding agreement, the Individual study plan is a document to which PhD students, supervisors and the Department may refer to if any disagreement should emerge between these parts. As a result of the potential influence of the Individual study plan, it is recommended that the PhD student exercise care while writing their study plans. Although sometimes regarded as a moot exercise in bureaucracy, by both PhD students and supervisor, the document should not be taken lightly.

That being said, it is also important to recognize that the Individual study plan is a flexible document and that, for most PhD students, it will have to be revised. It can be quite difficult to have a complete understanding of how a dissertation project will evolve, especially at an early stage, before fieldwork has commenced. Thus the Individual study plan is open to change if such changes are deemed necessary by the PhD student and their supervisors.

The Individual study plan can also be an opportunity for PhD students to keep track of their project and to measure their progress.

If you find yourself falling behind in the implementation of the plan, it is important that you and your supervisor begin to discuss the reasons for that in time for you to get back on track. If you plan to spend part of your PhD studies abroad and/or to take courses abroad, make sure in advance that you can use those credits as PhD study credits.

Since Individual study plans vary, as each plan represent one PhD students individualized educational program, much help and comparisons can be had among fellow PhD students in the PhD council.

Departmental work (Instutionstjänstgöring)

It is very common for PhD students to do some form of work for the Department, outside of studying for their doctoral degree. The most common type of work is teaching, but work for the department can also take the form of some elected position and or administrative work within a research project.

The way in which Departmental work functions is that it adds time to your employment. Your contract is therefor extended by the percentage of work you have performed for the Department. The usual arrangement is 20% of Departmental work within a full time employment as a PhD student. This translate to around 9 months of extension for a 4 year employment. Working more than 20% is not allowed.

For many PhD students, Departmental work translates to being a teaching assistant on a course each semester. This is a good way of acquiring teaching experiences, a merit that might become useful to have at a later stage of your career. Teaching is however not guaranteed and teaching opportunities can be more slim if you do not speak Swedish, since many of the Departments undergraduate courses are in Swedish. Since being a teaching assistant on one 7,5 credits course per semester equals an active level of 13%, a PhD student may be required to perform

additional duties. These duties might be to act as the person responsible for the visual lab, or to fill the role as a Departments ombudsman.

To avoid any future misunderstandings and to insure that the PhD student gets the right amount of extended time, it is could be a good idea for the PhD student to document the time spent on Departmental work.

More information about Departmental work can be found on the PhD councils Mondo page.

Extension of PhD studies (Prolongation)

This type of extension is not to be confused with the extensions that results from Departmental work. Departmental work is contractual, you either have it as part of your employment or you don't.

Extension of PhD studies (Prolongation) is in contrast voluntary and it depends on your level of participation in union work. The basic premise is that union work takes time and that your participation in the governance of the university, and other union related boards and associations, should be compensated with time. Engaging in union work should therefore, ideally, not cost you any time because the time spent on such work will be added to your employment. In practice, the time for time model might not always work. Certain union work can sometimes take up more time than anticipated and it is important that you do not take on more than you can handle. Such work must be documented in the Individual Study Plan. Similar to teaching, work in unions, committees and boards gives experiences that can come in handy later in your professional life.

Stockholm university has adopted the following model for calculating how much time certain positions and responsibilities yield:

<u>Position</u>	<u>Template (number of days per year)</u>
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National/International work:

SFS DK/equivalent international association

Chair	40
Deputy chair	25
Board member	10

Stockholm University/Stockholm University Student Union:

Central PhD Council (Centrala Doktorand Rådet)

Chair	40
Deputy chair	25
Member	20

Faculty Council:

Chair	30
Deputy chair	20
Member	10

PhD Council:

Chair	15
Deputy chair	10
Member	2

University Work Committee (Universitetsorgan):

Chair	15
Deputy chair	2
Member	2

You cannot receive more than 40 work days worth of compensation per year. The extension is to be calculate after you have provided verification of your participation. Verification be in the form of meeting minutes that demonstrates attendance, and/or the testimony of the Chair of the association in question.

It is your responsibility to keep track and document your participation, no one else will do it for you. If you do not document your participation you run the risk of never getting compensated for your efforts.

About extensions (prolongation) and the model of calculation:

http://www.su.se/regelboken/bok-2/forskarutbildning-och-forskning/prolongation-av-doktorandanst%C3%A4llning-och-utbildningsbidrag-1.59566#_ftn2

Dissertation defense and the Doctoral Degree

Your PhD studies will likely end in a defense of your dissertation. The process is slightly more complicated than simply handing in a manuscript, getting the approval of others, and then sending it to the printers. Certain responsibilities fall on the PhD student and his or her supervisors, other responsibilities lay on the faculty level and with the central bureaucracy at the university. Since a dissertation defense involves a number of practical concerns that spans across the domains of several actors, it is important for the PhD student to review and be aware of who does what and when. Information concerning this process can be found in the links below.

About the dissertation defense in English:

<http://www.su.se/english/research/phd-studies/dissertation-defence-and-doctoral-degree>

About the dissertation defense in Swedish:

<http://www.su.se/medarbetare/studieadmin/disputationsprocess>

A spreadsheet of the various responsibilities at hand:

http://www.su.se/polopoly_fs/1.275044.1458033247!/menu/standard/file/Ansvarsf%C3%B6rdelning%20disputationsprocessen.pdf

Systems of Support

A number of overlapping support systems exist that can provide you with help if you have been treated badly, if your rights have been violated, or if there is problem of a more general nature. If something bad were to happen, or if you want to improve something within our program, you could first try to reach out to your supervisor, secondly to the director of doctoral studies, and thirdly to the head of the department. Should none of these paths lead to a desired outcome, or perhaps be irrelevant to your concerns, a variety of options remain:

The PhD Council (Doktorandrådet)

The PhD council at our department represents a space where we as PhD students can discuss, inform and decide on issues that we find relevant. Within the council we share our experiences of supervision, our thoughts and ideas of what can be improved, and plan for how to achieve these improvements. The council is a safe space in which to vent frustrations with everything, anything and anyone. The council is also the body that elects representatives to the Department board (Institutionsstyrelsen) and to the Supervisor committee (Handledargruppen). The council is also the organizer of social events, most notably the DRÖL, a time for us to drink beer and wine with each other, alcoholic and non-alcoholic.

All PhD students may join the PhD student council, all are welcome and, to be frank, all are needed in order for us to have an effective voice in the Department. If there is trouble or if you want to talk, then the PhD council wants to listen and help. We are all in this boat together and we have everything to gain from supporting each other.

Who does what in the PhD council can be found at:

<http://www.socant.su.se/english/about-us/organisation/postgraduate-student-council>

The PhD Student Ombudsman (Doktorandombudet)

The PhD student Ombudsman is a full-time employee at the Stockholm University Student Union. The Ombudsman works for PhD students interest and rights and has an independent function vis-à-vis the University. The Ombudsman can provide information, guidance, support and help with your issue. All that come to the Ombudsman's attention are treated with strict confidentiality.

More about the PhD Student Ombudsman:

<http://www.sus.su.se/en/doctoral-candidate-ombudsman-supports-postgraduate-students>

The Central PhD Student Council (Centrala Doktorandrådet/CDR)

The Central PhD Student Council is a part of Stockholm University Student Union. They are form the highest preparatory and advisory body on matters relating to PhD students and PhD studies at Stockholm University. CDR is a forum for information, discussion, and coordination, and represents the university's PhD students, both within the university and at the national level. Centrala doktorandrådet nominates a doctoral student representative for Universitetsstyrelsen (the University Board) and also has representatives in a number of other organs at the faculty level and above. If you want to influence Stockholm University, this is were you would start.

More information about Centrala doktorandrådet:

<http://www.sus.su.se/en/central-phd-student-council-cdr>

The Director of Doctoral Studies (Studierektor för Forskarutbildningen)

If you have questions about courses, supervision, or issues that relate to our education program, you should contact the director of doctoral studies at the department. Also, if you are having issues or problems with your supervisor that you cannot talk to your supervisor about, go see the Director of Doctoral Studies.

SULF:s Association of Doctoral Candidates (SULFs Doktorandförening)

SULF is an acronym for Sveriges Universitetslärarförbund, the Swedish Association of University Teachers, a union that organizes many university employees. The Association of Doctoral Candidates (SDF) is a section within SULF that mobilizes PhD students. SDF works at the national level, representing and giving a voice to PhD students across Sweden.

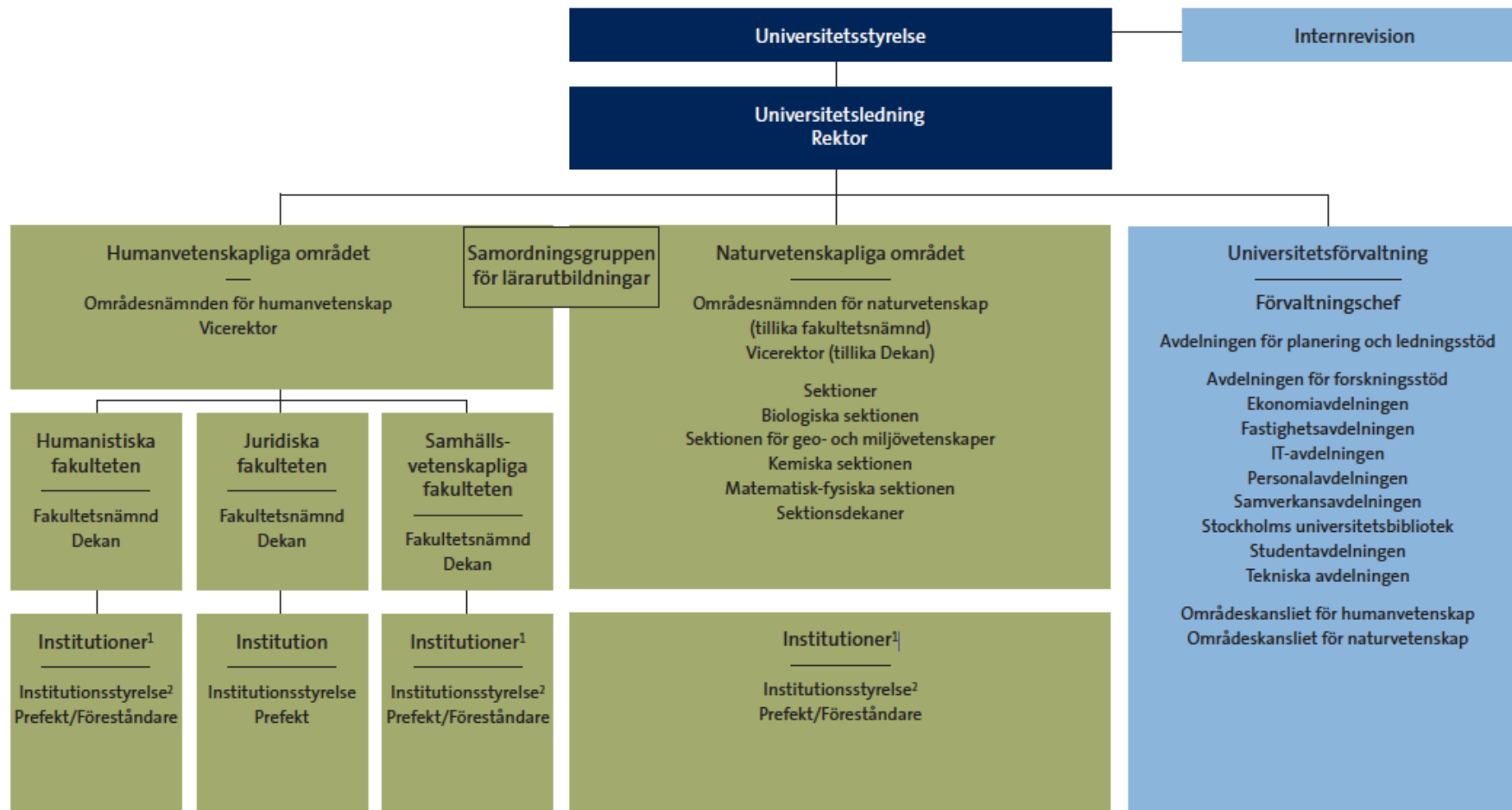
More information on SDF:

<http://www.sulf.se/Om-SULF/Verksamhet/Professionssektioner/SDF/SDF---in-English/>

Mondo

Mondo is an internet platform for collaboration and teaching at Stockholm University. The PhD Council operates a site on Mondo that contains some useful documents and an archive of previous meeting minutes.

Organization of Stockholm University



1 eller motsvarande centrum eller Institut
2 eller motsvarande styrelse

Though Stockholm University can be considered a rather decentralized workplace, since many decisions are made at the level of Departments, it is nonetheless important to recognize that working for the Department also means working for Stockholm University. As the figures illustrate, the University has two broad subject boards (områdesnämnder) and four faculties. Our department belongs to the Faculty of Social Science (Samhällsvetenskapliga fakulteten), which in turn belongs to the subject board of Human Sciences (Områdesnämnden för humanvetenskap).

If one wishes to influence the University, or understand how it works, it is useful to understand its formal structure.

More information on how Stockholm university is organized:

<http://www.su.se/english/about/organisation>

Top decision making bodies

At the very top of the University, there is the University Board (Universitetsstyrelsen). This is the highest decision making body of the University. Half of its members are supposed to represent the public interest and are appointed by the government, among them the president of the board. The remaining members represent the university and its students. One of these members represents the PhD students' interest and is elected by the Central PhD council.

The University's senior management team (Universitetsledningen) is made up of Vice-Chancellor, the Pro Vice-Chancellor, two Deputy Vice-Chancellors and the University Director. There is no student representative on this level.

The subject boards (Områdesnämnderna) do strategic planning, coordinate activities across faculties and deal with a range of hiring and promotion issues. PhD students have a representation on the board through the Central PhD council.

Faculty of Social Sciences

There are 16 departments and 9 institutes within the Faculty of Social Sciences (Samhällsvetenskapliga fakulteten). One of these is ours; the Department of Social Anthropology.

The Faculty Board (Fakultetsnämnden) is the governing body of Faculty of Social Sciences. The board makes decision on many matters, including the overall policies and frameworks that apply to PhD students. The representative of the board includes research and teaching staff, as well as PhD students and students from the undergraduate level. It is the Faculty Council of the Social Sciences that elects PhD representative to the Faculty Board. Our PhD council in turn elects representatives to the Faculty Council of the Social Sciences.

Additional information on the Faculty Council of Social Sciences:

<http://www.sus.su.se/en/sfr>

The Department of Social Anthropology

In our department, the decision-making body is the Department Board (Institutionsstyrelsen). On this board, teachers and researchers, students and PhD students are all represented. The PhD council elects every year a representative that speaks for our interest in the board. The board is usually chaired by the head of the department (Prefekten), who is appointed to lead the department for three years.

Who does what at our Department

Head of the Department (Prefekt)	Mark Graham
Deputy Head of the Department	Helena Wulff
Director of Doctoral Studies	Shahram Khosravi
Director of Undergraduate Studies	Renita Thedvall
Chair of the PhD council	Simon Johansson
Phd Student Ombudsman	Fredrik Charpentier Ljungqvist

The different ombudsman positions

Gender Equality Ombudsman	Mark Graham, Tomas Cole
Environmental Ombudsman	Simon Johansson
Ergonomics Ombudsman	Peter Skoglund

Equal treatment Ombudsman	Mark Graham, Tomas Cole
Diversity Ombudsman	Shahram Khosravi
Workplace Safety Ombudsman	Eva Eyton
Fire Hazard Ombudsman	Eva Eyton
SULF Union Ombudsman	Simon Johansson

Life outside of Academia

As anthropologist we understand that settling to life outside of the Department involves more than reading a handbook. If you are new to Stockholm, or to Sweden in general, don't hesitate to ask questions to your fellow PhD students. Nevertheless, as many PhD students have come from abroad in the past, it seems backwards to let every new PhD student reinvent the wheel. Navigating Swedish life and Swedish bureaucracy can be daunting even for natives, let alone for those who do not yet speak Swedish and simultaneously have to figure out where to live, shop, relax, on top of solving the mysteries of life in a 4 year PhD program.

General information on Sweden and Stockholm

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

<http://www.su.se/english/study/student-life/stockholm-sweden>

News about Sweden in English:

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

Bureaucracy

Visas and Permits for non-EU citizens

If you are coming to Sweden from country not in the European Union and plan to stay for more than 90 days you will need an official resident permit card before you move to Sweden. You can apply for resident permit in the Swedish Embassy in your country. The embassy will ask you, among other documents, for an official letter of

acceptance that must state the duration of your study and your monthly salary. You can get this letter from the head of the department of Social Anthropology. If you are intending to bring your family members (spouse or children) they are also expected to apply together with you and should get their own card too. It is the Swedish migration board in Sweden that decides on your application. The Swedish migration board will issue the resident permit card and send the card to the embassy where you applied. It is also better to bring your acceptance letter and birth certificate when traveling to Sweden since sometimes border agencies may ask for these docs.

Additional information regarding migration:

www.migrationsverket.se/info/start_en.html

Visas and Permits for EU citizens

Even if you are coming from an EU country you should register the right of residency within three months after entering Sweden. You can fill out the form online and attach a copy of your passport and a proof of employment (a copy of your contract). Once you have been registered, you will receive proof of registration of right of residence in Sweden by mail.

Additional information regarding EU citizen residency:

http://www.migrationsverket.se/info/5979_en.html

Additional sites that might be helpful:

<http://www.doktorandhandboken.nu/engelska/english/practicalinfo/visaandresidencepermits.4.24cc9d95134182bfa4a80001540.html>

<http://www.studyinsweden.se/Living-in-Sweden/Do-I-need-a-visa/>

<http://www.su.se/english/study/application-admissions/costs-and-funding>

Swedish Tax Agency (Skatteverket)

When you move to Stockholm, you have to register your new address with the Swedish Tax Authority (Skatteverket). If you have never been a resident in Sweden

you will get a Swedish personal number when you make your registration. This is an important number since it is used in many kinds of transactions and relations with authorities in Sweden. Not having a person number is close to being non-existent in the eyes of the Swedish state.

The easiest way of registering is by visiting one of the Tax Authorities offices in Stockholm, where the staff can help you fill out the right forms. Once you have received your personal number in the mail, you can go back to Skatteverket to get an ID card for a fee of approximately SEK 400. This official ID card is seldom required, but can be nice to have.

On your first visit to the Tax Authority, you will need to bring your passport and certain documents according to your national affiliation, for instance your housing contract and acceptance letter/contract from the university. If you don't have a housing contract you need to have an appropriate mailing address or contact details of the place you are living. Later on the tax office communicates with you and sends documents to your mailing address. For addresses and instructions, please consult the Tax Authority's webpage:

www.skatteverket.se

Finding a place to live

Unless you are very rich, finding adequate housing will likely present itself as a major problem for you. Housing shortages are endemic to life in Stockholm and if you are ever unsure of how to start a conversation with native Stockholmers, just complain about housing, or the lack thereof.

To have the best chance possible of getting a place to live it is essential that you start looking for a place as soon as possible. If you are a person of high, or even medium standards, you might have to consider lowering them, at least initially. Perfectly located, reasonably priced, apartments are far and few apart. You might have to wait in municipal queues for decades to even have a shot at a rental in the inner city or a close suburb. In Stockholm, it is not unusual for young people to be "inneboende", that is to rent a room with shared bath and kitchen, and both singles

and families of all ages often rent out rooms in their flats/houses. Finding a place to live can often mean networking and asking friends and social media to help you out.

However, there are organizations that specialize in housing for students, and it is sometimes possible to find an apartment of your own via waiting lists or last minute offers.

Stiftelsen Stockholms Student Bostäder:

Waiting list and last minute offers.

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

Akademisk Kwart

Private housing directly aimed at students

<http://akademiskkvart.se/>

Blocket

Sweden's largest online market for just about anything, including housing, and probably your best bet. Be careful of scammers on Blocket, rule thumb: never pay money without seeing the apartment and having a contract.

www.blocket.se

University information regarding housing:

<http://www.su.se/english/study/student-life/housing>

Money

If you are from abroad and plan to stay in Sweden it might be convenient for you to open a Swedish bank account. This will undoubtedly make it easier for you to get paid by the Department and it will make it easier for you to pay any bills you might have.

In order to open a bank account in Sweden you will need your contract from the Department and your Swedish Personal Number, you will also need to provide identification, so bring a passport or valid ID-card with you.

Links to the four largest Swedish banks:

www.nordea.se

www.seb.se

www.swedbank.se

www.handelsbanken.se

Scholarships and additional funding

Scholarships can be good source of extra money. Paying for travels and fieldwork out your own salary is not ideal, although many have to do so. Getting others to pay for your research expenses can thus improve your private economy greatly.

As a PhD student you can apply for grants through the Department. One grant is the so-called “Reconnaissance Grant” and it is announced at the spring semester and decided upon by the Department Board. This grant is meant for PhD Students that want to do smaller and preliminary fieldwork for their intended dissertation work. You can only get this grant once, so be sure to apply and go explore your sites of study.

The other grant is for presenting papers at academic conferences. It can cover fees, travel expenses and lodging associated with the attendance. This grant is announced in the spring and fall semester and PhD students are encouraged to apply, although there are no guarantees that they will get the grant.

The Swedish Society for Anthropology and Geography (SSAG) also have scholarships for which PhD students can apply. More information on that Scholarship can be found here:

<http://ssag.se/english/scholarships/>

Stockholm University also facilitates a number of scholarships, more information can be sought out here:

<http://www.su.se/english/study/fees-scholarships/scholarships>

<http://www.su.se/utbildning/studentervice/stipendier>

Additional information on costs and funding at Stockholm University:

<http://www.su.se/english/study/student-life/costs-funding>

Additional options for scholarships for foreign students:

<https://studyinsweden.se/Scholarships/>