

An Introduction for PhD Students at STH



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Why This Document?

According to a survey among PhD students the introduction to PhD studies was not satisfactory. Three quarters of the answering PhD students was not satisfied with the introduction for new PhD students, especially about the rights and obligations that you as a PhD student have.

This introduction document is written by PhD students for PhD students. The aim was to give a better introduction to new PhD students, so you feel less stressed and more efficient at your first weeks as a PhD student.

We hope you as a new PhD student will benefit from this document and at the same time remind your supervisors how it is when everything is new. We (the earlier authors) hope that you would like to help in improving this document with things you think is lacking or update out of date information. This document should be a living document and up to date when a new PhD student starts.

Original Authors, Name:	Date:	Version:
Axelsson, Rickard	18 March 2008	1
Elmstedt, Nina	18 March 2008	1
Lanner, Daniel	18 March 2008	1
Lindberg, Frida	18 March 2008	1
Nordberg, Axel	18 March 2008	1
Sturm, Dennis	18 March 2008	1

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Frida Lindberg	26 November 2010	2
Madelen Fahlstedt	28 January 2012	3
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Introduction Document so You Can Start Your PhD studies without Pressure and Stress

We have all been new PhD students and know the feeling of being lost about what is expected from a PhD student, what can they expect you should achieve? How fast do you need to come with results? When do you need to publish? Answer to this will come with time but the stress and insecurity is often worst the first weeks. Therefore your supervisor should have prepared a short introduction for you about the research area or project you will work with. This introduction should contain 4-5 publications that hopefully will give you a background, general view or even deeper knowledge about your research field. The goal is that you will have an introduction where you don't feel any pressure or stress but at the same time feel that you making progress.

Checklist

Contact information is presented last in this document.

- Keys and Pass
 - For Flemingsberg contact Thomas Ryman
- Furniture
 - In Flemingsberg contact caretaker Mats Hedlund
 - In Haninge contact Björn Nordbäck
- Login to the computer system and KTH-mail account
 - Contact the computer support
- Bilda, net-based system for education and courses. There is a special group on Bilda for the PhD students on STH
 - Use your KTH-login
 - On Bilda you can get information about
 - Useful web-addresses
 - Information about the doctoral program
 - Forms
 - Checklists
- Computer and telephone
 - Discuss your needs with your supervisor and then contact Mikael Kullström
- Information Meeting
 - Contact Lena Nordin or Ann-Charlotte Santesson for general employment information meeting and Research education administrator for PhD student relating information meeting
- Access to the Library
 - KTH Library
 - Apply for access at the Library or on the webpage (www.kib.ki.se)
 - KI Library
 - Apply at the KI Library in Flemingsberg or Solna or on the webpage
- Application for admission for the doctoral program
 - <http://intra.kth.se/blanketter-mallar/blanketter/forskning-forskarutbildning>
- Individual Study Plan (ISP)
 - A template can be downloaded from <http://intra.kth.se/blanketter-mallar/2.8325/forskning-forskarutbildning>
 - See more information below
- Diary for Research

- Can be collected from Helle Zimmerman or Sabina Fabrizi
- Forms, <http://intra.kth.se/blanketter-mallar/blanketter/forskning-forskarutbildning>
- For more information about PhD studies from the Swedish Council for Higher Education.
 - www.doktorandhandboken.nu

Individual Study Plan

The Individual Study Plan is jointly done between the PhD student and the supervisors and then approved by the one responsible for Research Education at STH. The individual study plan should include the university's and the PhD student's commitments and a time schedule for the PhD student's time. The ISP should have regular follow-up at least once a year. For more information see <http://intra.kth.se/en/regelverk/utbildning-forskning/forskarutbildning/handledning-studieuppfoljning/individuell-studieplan-1.27239>.

STH PhD Student Interaction

We students that already are PhD students at STH hope that you will feel welcomed and a part of the group of STH PhD students. Due to the fact that the PhD students at STH are rather widely spread at different campus and companies we have stopped having physical PhD student meetings. Instead we try to get out the information through email. If you have any questions or suggestions that you want to bring up in the Research and Education Board or PhD Chapter please contact the representative for the PhD students, see contact list.

KTH PhD Student Advisor

Since 2007 there is a special PhD student advisor for KTH PhD students. The advisor is employed by the student union (THS) and works for PhD students with questions towards KTH. You can contact the advisor with small or more complex questions.

THS PhD Student Advisor

Ingrid Iliou

Phone: 08-790 98 75

E-mail: drombudet@ths.kth.se

Databases

At the KTH Library homepage there is a search engine KTHB Primo where you can search for articles, books, databases, journals, thesis etc. To access the databases from a computer outside KTH you need to use your KTH log in. Here below follows some examples of useful databases:

- ✓ Inspec, www.engineeringvillage2.org
- ✓ Scopus, www.scopus.com
- ✓ Science Citation Index Expanded (Web of Science), <http://apps.isiknowledge.com>
- ✓ MedLine/PubMed, www.pubmed.com

- ✓ IEEEExplore, www.ieeexplore.ieee.org
- ✓ KI Library, kib.ki.se
- ✓ Science Direct, www.sciencedirect.com
- ✓ Encyclopedia and dictionary, www.ne.se
- ✓ Ergonomics Abstract, www.informaworld.com/smpp/title~content=t714859017

Reference Management System

During your time as a PhD student you will gather a lot of publications. Therefore it is recommended that you use a reference management system to collect them in. This is also facilitating your work when you should include references in your writings. Below follows some examples of reference management systems:

- ✓ **Mendeley**
Free version available online (<http://www.mendeley.com/>)
- ✓ **Endnote**
As a student or employed at KTH you can use EndnoteWeb for free at www.myendnoteweb.com if you use your KTH email address. If you would like the full version talk to your supervisors and then with IT-support.
- ✓ **BibTex**
Is a part of LaTeX.

Employed as a PhD Student

There are several different ways to be employed as a PhD student

- PhD Student Employment
- Scholarship
- PhD student employed by industry

The different employment types give different social security and benefits, see more at <http://www.doktorandhandboken.nu/engelska/english/funding.4.24cc9d95134182bfa4a8000107.html>

Departmental duties

You can also have a part of your employment as departmental duties. Where you are expected to do work that is not part of your thesis, e.g. teaching in courses, be a master thesis supervisor or other administration work.

The departmental work should not to exceed 20% of the PhD student's time and should be included into your individual study plan. You should be able to have an influence of the departmental work you do, all departmental duty should be approved by both the PhD student and the supervisor.

Salary

All PhD students that are employed as a PhD student employment your salary follows the KTHs PhD student salary agreement. This agreement is the same for whole KTH and is divided into 4 steps depending on how far you have come in your studies. When to go on to the next step is discussed between the main supervisor and the PhD student. More information of the levels can be found at: <http://intra.kth.se/regelverk/personal/rekrytering/anstallning-som-doktorand-bilaga-1-lon-till-anstalld-som-doktorand-1.29902>.

Courses

As a PhD student you should take 60 credits of compulsory and optional courses. At least 60% of these credits should be on research level. Which courses that is most suitable for you is best to discuss with your supervisors when you create your ISP. A good advice is to check with other PhD students that probably have some recommendations.

Mandatory Courses

There are some courses that are mandatory for the STH Doctoral Program:

- Technology and Health, 7.5 hp, Course code: 6L5025.
- Course at graduate level of at least 7.5 hp in research methodology and/or philosophy of science. One example is the Theory and Methodology of Science with Applications given by the department Philosophy and History of Technology at KTH Valhallavägen.
- Basic Communication and Teaching (GKU), 3.0 hp, Course code: LV200V. The course is given by Learning Lab at KTH Vallhallavägen. The course is mandatory for teaching PhD students.

Here below follows some suggestions of where you can find courses:

Courses at STH:

<http://www.kth.se/student/kurser/avdelning/HP/kurser?l=en>

Courses at KTH:

<http://www.kth.se/student/studiehandbok/07/index.asp?lang=0>

Courses at KI:

<http://pingpong.ki.se/public/courseId/5548/findPublicEvents.do>

Svensk Förening för Medicinsk Teknik och Fysik:

<http://www.mtf.nu>

Registration of a course from another academe

For you to be able to account for a course that has been taken at another academe you need:

1. Approval of the course from your supervisor

2. The name of the course in English and Swedish
3. The name and title of the examiner
4. Certificate of the passed course

The information should be given to the research administrators and then they will register it in Ladok.

Preventive Health Care

There is a group for Preventive Health Care at STH. They organize a day with activities every year and also a Christmas buffet. All employees have a contribution for preventive health care of 200 SEK every month. You can find more information about this on "KTH for Me"

(<http://intra.kth.se/en/anstallning/kthformig/personalformaner-kth-for-mig-1.365793>) where you also can find information about discounts.

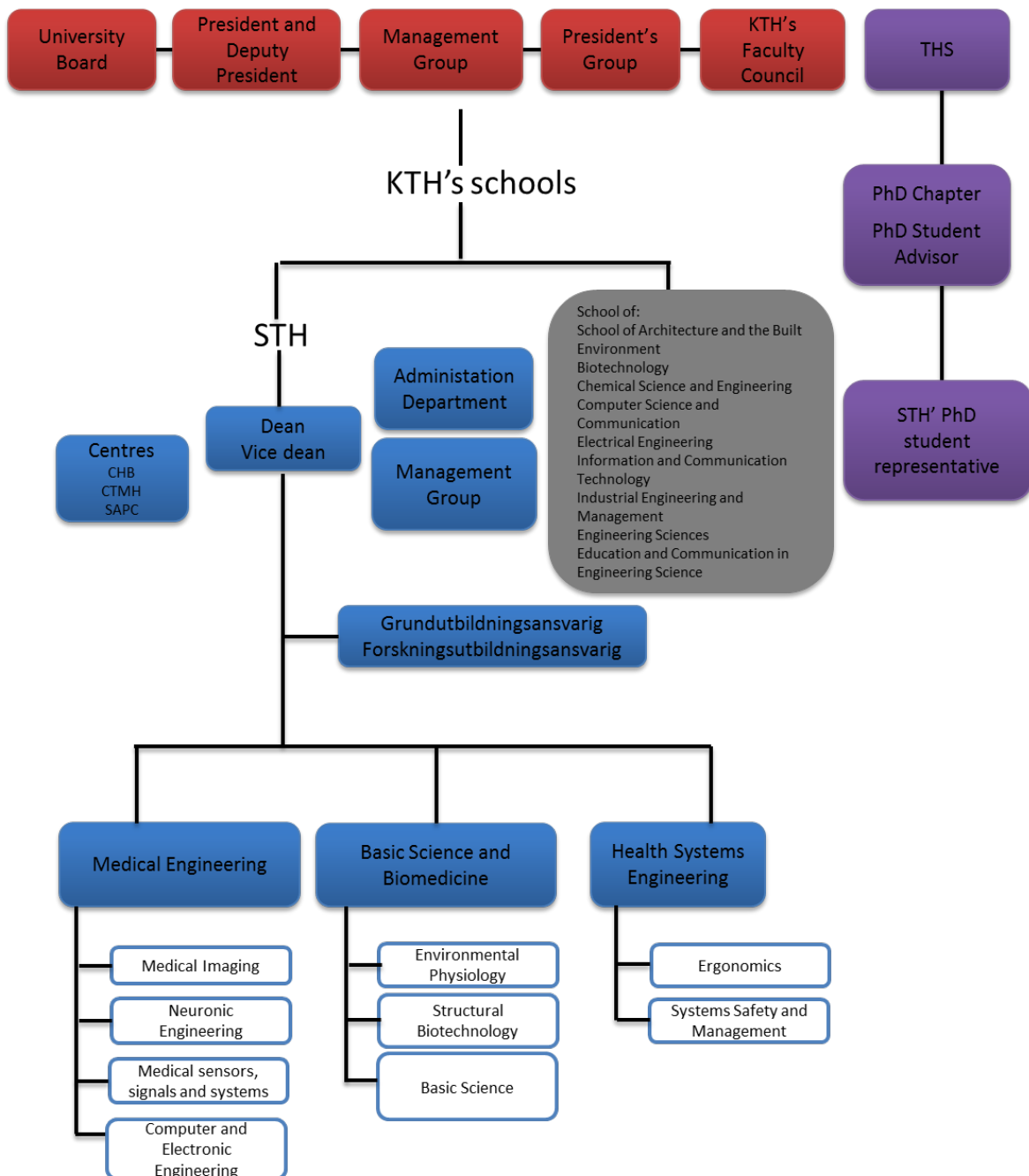
Occupational Health Care

All employees can turn to the occupational health care for work related questions regarding both physical and psychosocial, as well as rehabilitation. Other health problems not related to work should go through primary care. Feelgood Östermalmshälsan offer consultations (telephone based or a physical visit). More extensive care, e.g. treatment and education, is order by the dean.

KTH's and STH's organization

Here below is a short summary of KTH's organization. More information about the organization can be found on KTH's and STH's homepage. On STH's homepage you can also find more information about the different research fields and the staff. Remember to talk to you supervisor about adding your contact information on the units homepage.

KTH Central



Contact List

Responsible for Research Education at STH

Kaj Lindecrantz kaj.lindecrantz@sth.kth.se 08-790 4825

Administration

Research administrator

phdadmin@sth.kth.se

Fredrik Häggström, research administrator

fredrik.haggstrom@sth.kth.se 087909722

Eva-Rut Lindberg, research administrator

eva-rut.lindberg@sth.kth.se 08-790 9705

Lena Nordin, staff administrator

lena.nordin@sth.kth.se 08-790 9730

Ann-Charlotte Santesson, staff administrator

acsante@kth.se 08-7909729

Thomas Ryman, responsible for infrastructure

thomas.ryman@sth.kth.se 08-790 9798

Helle Zimmerman, responsible for communication

helle.zimmerman@sth.kth.se 08-790 9699

Sabina Fabrizi, Science writer

sabina.fabrizi@sth.kth.se 08-7909793

Björn Nordbäck, caretaker Haninge

bjorn.nordback@sth.kth.se 08-790 4801

Mats Hedlund, caretaker Flemingsberg

mats.hedlund@sth.kth.se 08-790 9756

Mikael Kullström, head of IT

mikael.kullstrom@sth.kth.se 08-790 9646

IT-support

itsupport@sth.kth.se

Preventive Health Care Group

Malin Larsson

malin.larsson@sth.kth.se 08-790 9706

Peter Sillén

peter.sillen@sth.kth.se 0709228899

Ann-Charlotte Santesson

acsante@kth.se 08-790 9729

Occupational Health Care

Feelgood Östermalmshälsan, Fiskartorpsvägen 15 A, Östermalm, Stockholm

Telephone exchange: 08-676 82 00, Phone number to nurse: 08-676 82 79

Safety Representative

Mattias Mårtensson

mattias.martensson@sth.kth.se 08-790 4872

Representative of Saco (Swedish Confederation of Professional Associations)

Reine Bergström

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Mirjam Ekstedt

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PhD representative in the Research and Education Council:

Madelen Fahlstedt

madelenf@kth.se 08-790 4876

PhD representative in the PhD Chapter:

Erik Vidman

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