

Department of Psychology
Faculty of Social Sciences
Lund University

Handbook for the Doctoral Program

2013/14

Preface

Doctoral programs are regulated at different levels - in the The Higher Education Ordinance, at the university level, at the faculty level, and locally at the institution. The purpose of this document is to provide an overview of the doctoral program at Department of Psychology. Both students and instructors can use it for guidance on various issues, and the document refers frequently to relevant sites both within and outside the institution.

Hopefully this document facilitates supervisors and doctoral students' work and helps to constantly improve the education.

Magnus Lindgren
Director of Doctoral Studies

Doctoral programme - General

General regulations for doctoral studies at universities and colleges can be found in the The Higher Education Ordinance, chapters 6 and 7. Further information is available at www.doktorandhandboken.nu.

The Faculty of Social Sciences at Lund University, which has the overall responsibility for the doctoral education, has issued rules for the application of the general regulations. The head of department has ultimate responsibility for the doctoral program, as well as management and economy of the department.

Functions that have been delegated by the Faculty Board to the head of department is, for example, the admission of doctoral students, appointment of supervisors and control of the individual study plan. Regulations for doctoral education at the Faculty can be found via http://www4.lu.se/upload/LUPDF/Samhallsvetenskap/Instruktion_for_utbildning_pa_forskarniva_2012.pdf.

Admission of doctoral students

Current information on admissions and assessment can be found via <http://www.psy.lu.se/utbildning/forskarutbildning/ansoekan>

All admitted students receive fully funded doctoral positions. In addition to the doctoral positions funded by the department, further applicants can be admitted provided that the supervisor and the premises are available on the department, an approved thesis plan exists and that an external funder pays for the doctoral student position for at least 48 months.

The department's research is organized into divisions and networks with different research directions. The department constitutes the doctoral student's immediate environment and it is our policy to primarily recruit doctoral students to projects within the department's divisions and networks.

Different forms of financing

- Employment as a doctoral student, may be combined with up to 20 percent of other work within the 100 percent employment. Contains comprehensive social security.
- External employer that allows for at least 50 percent doctoral studies within the employment. Including social insurance.

General study plan for doctoral degree and licentiate

The syllabus for doctoral study in psychology is adopted by the Social Faculty Board on 31 May 2007.

Link: <http://www.psy.lu.se/upload/psykologi/Studieplan.pdf>

Introduction of doctoral students

The admitted doctoral students are invited to an introductory meeting during the fall semester. On this occasion, the director of studies and the study administrator inform about the department's organization and activities; about the base contract, about the individual study plan, about scholarships and research grants, and about internationalization and administrative procedures. The human resources officer provides information on employment conditions.

The Faculty offers introduction days for new doctoral students, and the university arranges general introduction for newcomers.

The supervisor is responsible for information about the structure of the studies, requirements of scientific quality, internationalization, and practical considerations such as laboratories.

Overall planning

The overall planning of the doctoral education is handled by the director of the doctoral programme. The planning is done for the year ahead in terms of doctoral courses, halftime scores, final seminars and public defenses. An important basis for the annual planning consists of individual study plans which will be reviewed and evaluated, and followed up by the director of the doctoral programme and the head of the department. Changes and additions to the study plan shall be continually introduced. The study plan shall be printed by the student, signed by the student and supervisor, and then submitted to the doctoral education office by September 15 each year.

Economic framework

The financial framework for the doctoral programme is determined significantly by the allocation of faculty resources. This is in turn dependent on the department's research success.

Organization

Head of divisions, along with the Director of Studies and the head of the department, form a group for research and doctoral studies. This group prepares cases that head of the department or the board decides on, for example, admission of students or the budget for research and doctoral studies. Heads of divisions meet a few times per semester and provides the Board with notes from their meetings. The doctoral student representative co-opted as necessary, for example for admission to doctoral studies. All supervisors, assistant supervisors and the doctoral student representative are called to the Supervisor meeting, which meets when necessary. The Supervisor meeting is a forum for policy discussion, information, and educational development.

Doctoral Courses

The coursework in the doctoral programme includes 90 credits. Courses are organized by the department or faculty. One may also, after consulting with their supervisor, attend courses offered by other academic institutions within and outside the country.

Doctoral courses at other universities in Sweden can be found on the National Committee website, <http://sncfp.psychology.su.se/kurser/>

Courses are selected by the student and supervisor in consultation.

Syllabi for doctoral courses are established by the department Board and accreditation of doctoral courses is done by the examiner. Sixty credits can be credited from previous studies. Note that the doctoral student position will be shortened correspondingly. The courses in the doctoral programme are given depending on teacher supply and demand. The coursework must be completed and approved before the public defense may take place. More detailed information on current courses is available on the website.

Participation in the department's general seminar series is a compulsory course in the programme. Approval requirements accessed via http://www.psy.lu.se/upload/psykologi/pdf/Kursplan-Allmanna.seminariet_2013.pdf

Literature Course

Literature course can be arranged in special subject or when the numbers of registered participants are less than three people. For each literature course, there must be a written syllabus, approved by the Board before the course begins. Literature course may include 7.5 credits or 15 credits. Literature courses shall be announced in advance in conjunction with the annual planning for financial compensation to be paid to the course director.

Higher education teacher training

After the decision of the Social Sciences Faculty Board March 11, 2004, following currently applies to the doctoral students: Teaching doctoral students must undergo higher education teacher training involving at least *three credits* in the framework of the doctoral programme or two weeks within the departmental duties.

Supervision

Supervision is the doctoral programme's leading educational tool. A long lasting, continuous contact with a qualified scientists is valuable for promoting the doctoral student's own development. The supervision involves, in addition to intellectual stimulation and practical advice, even an emotional support and guidance through the doctoral studies phases.

Multi Supervisor System at the Department of Psychology

It is the department's policy that doctoral students should have access to at least two supervisors. The purpose of multi supervisor system is to

- create a social and intellectual well functioning environment for students and their supervisors
- facilitate learning processes for students and their supervisors by access to various competencies, create security systems, for example to pay for illness or avoid congestion by distributing the work.

The division of roles between supervisors

Supervisors are appointed by the head of the department before doctoral studies are commenced. One of them is appointed main supervisor. The main supervisor is Professor or Associate Professor at the Department of Psychology.

The supervisor's task is to

- support, encourage and be available for discussions with the student, to the extent specified in the study plan. To widen the doctoral student's contact at the institution, the doctoral student is given the opportunity to present its project in a seminar during the third semester.
- make it easier for the student to participate in relevant doctoral courses, symposiums and conferences.
- ensure that the thesis work is progressing at a reasonable rate so that the work will be completed within the stipulated time. This is best done through continuous and close contact in the research.
- attend at the Supervisor meeting meetings. At least one of the student's supervisors must be present.

The main supervisor's task is to

- have primary responsibility for the overall planning, quality assurance, and monitoring of the individual study plan.
- ensure that the doctoral student follows the study plan in terms of courses and thesis work.
- ensure that the work is conducted in accordance with ethical guidelines.
- assume responsibility and take the initiative to that a half-time evaluation is performed and that the half-time form be completed and returned to doctoral programme office for registration in LADOK.
- assess when the thesis work has reached to the extent that it is ready for final review and then the public defense.
- acquire commentator for half-time evaluation and final seminar and inform them about the procedures that apply to these seminars.
- together with the examiner suggest faculty opponent and members of the examining committee, and take part in the examining committee meeting.

The assistant supervisor is responsible for one or more parts of the work that shall be agreed between the supervisors and recorded in the individual study plan. Unless otherwise noted, the division of labor will be 50/50.

When needed, the head of the department can establish a special agreement between the supervisors that clarifies their roles and responsibilities.

Information on main and assistant supervisor must be documented upon admission and regularly monitored in the study plan.

Supervisor Training

Any supervisor who recruit a new doctoral student must have completed an introductory training in supervision. The Department of Psychology will pay for this education of their employees.

The supervision process

The process to appoint a supervisor facilitates if the doctoral student, before admission, inform themselves about the department's research projects, supervisory capacity and the supervisor's possibility to supervise.

Supervisor Resources

The supervisor resource shall last throughout the entire education. To distribute this resource per semester is a shared responsibility for the doctoral student and the supervisors. The supervisor is compensated with 300 clock hours total for each student. This supervisor resource is paid when the student has reached 25 %, 50 %, 75 % of doctoral studies, respectively 100 %, ie at the public defense. The supervision, its frequency and form, shall be the focus of assessment periodically. The supervisor shall initiate these conversations. A suitable opportunity is in conjunction with the annual planning and evaluation in early September.

Feedback

It is important that the supervision is done in a professional relationship where both the role of the supervisor and the doctoral student role are clearly defined. Reciprocal obligations should be clarified in regular conversations and documented in the individual study plan or other appropriate means. Doctoral students should receive feedback after each step - from the first script draft to presentation at seminars and conferences as well as in publications. The focus should be on formative feedback, constructively geared toward future goals, presented in a form in which the doctoral student can absorb. After a public presentation at a seminar or conference the supervisor should set aside time for a follow-up discussion.

Because doctoral education is not merely an intellectual but also an emotional development, it can sometimes generate strong emotions. If problems occur between student and supervisor, the problem should primarily be vented between the parties concerned. Secondly, you should contact the Director of the doctoral programme, and Head of Department in third place. If the Director of the doctoral programme or the Head of Department is supervisor, the assistant Head of Department is to be contacted. The Lund Doctoral Student Union also has a doctoral student ombudsman who is an advocate for the doctoral students interest. The Doctoral Student Ombudsman provides advice and information to individual students.

Discontinuation or interruption of doctoral studies

A person may be employed as a doctoral student for a maximum of four years of full-time or eight years at half-time study.

In studies to be a licentiate degree, the total employment may not exceed the equivalent doctoral education full-time over two years. Deduction is made for the length of time the doctoral student had departmental duties.

The total period of employment may be longer than what is stated in the third paragraph, if there are special circumstances, such as in leave due to illness, military service, work for trade unions and student organizations, or parental leave. Ordinance (2002:139).

Reactivation

Doctoral students who are registered with zero activity and intends to resume their studies shall, no later than November 1 for spring semester and no later than April 15 for the fall semester, submit a plan for continued studies. Contact studies Magnus Lindgren in advance.

Other resources

Premises and equipment

All doctoral students are entitled to a workplace at the department, access to a post box, email address, computer, printer, software suitable to computer (Office, SPSS), keys and access card to the department.

Like other employees, holders of a doctoral position may also use the department's account when copying at the Social and Behavioural Sciences library. Charged ordering of books and articles are not included in this service and is funded by research grants, as well as other costs of research (other equipment, revision, statistical assistance, travel, volunteer fee).

Administration

The administration consists of Director of studies and the study administrator. The Director of Studies is responsible for the contact with the students regarding the focus of their education, curriculum planning, preparing the basis for decisions, prepare, participate in and follow up supervisor meetings, head of divisions meeting, and national conferences for doctoral program directors.

The study administrator is responsible for, inter alia, expedition, mailings, filing, course catalog, mailing list, LADOK, certificates, administration concerning the individual study plan, supervisors, planning seminar, halftime evaluation and final seminar, administrative and practical tasks before and during the public defense, and serves as secretary of supervisor meetings.

Individual Study plan

It is clear from both the Higher Education and Social Sciences Faculty rules that for each doctoral student is an individual study plan to be established. Faculty Instructs the prefect to ensure that individual study is approved for all doctoral students.

Processing and archiving at the department is operated by the director of studies and study administrator. According to the Vice-Chancellor's decision on 22 May 2001 (Ref G7 1686/2001), the individual study plan is to be inserted in LADOK and annually updated.

The department's individual study plan consists of two parts, namely the basic contract and the annual follow-up. The basic contract is established upon admission to the doctoral programme and includes a comprehensive planning for the entire study period. The annual plan contains both a follow-up of the past academic year, and a more detailed planning for the current academic year. The doctoral student, supervisor and head of department sign the basic contract and the annual follow-up is handled by the Director of Studies, who signs along with the supervisor and the doctoral student.

The individual study plan is the doctoral programme's most important formal control instrument.

It will be developed in consultation between the doctoral student and the supervisor/supervisors. A suitable form for this is the planning and assessment interview, which may occur for example one or two times a year. The conversation should address three topics: how the thesis work and courses progresses, the arrangements of the supervision, as well as how the doctoral student progress towards the goals cited in the general curriculum. The evaluation of these three aspects, which are made after each period, is the basis for the planning of the upcoming academic year. It is recommended that both the student and supervisor evaluates the past academic year separately before the conversation and then combine their evaluations. The individual study plan must be submitted to the director of studies by September 15. All doctoral students must also complete a semester registration through the web portal Stil. This is essential for allocation of supervision and access to doctoral courses. If the student deviates markedly from the study plan, the doctoral position may not be extended and other resources might be withdrawn by the Faculty Board.

For the department to allocate resources for supervision, the student must have an at least 50 percent and be registered by 15 September respectively 15 February. The extent of the supervision should be equal to the doctoral student's work effort, consistent with the semester registration. It is essential that the plan is realistic. The supervision resource must last throughout the entire doctoral programme. To allocate this resource per semester is a shared responsibility between the student and supervisors. It is important to consider the higher use of supervisory resources in peak periods during the doctoral programme. It is also important to note sick leave and other changes affecting the work.

At best, the individual study plan will work as a contract that regulates both practical (eg supervision meetings frequency) and psychological (eg the parties' expectations) conditions for cooperation between the supervisor and the doctoral student.

Registration, activities and support

The student must complete the semester registration in the Student Portal (see below). Data is collected via LADOK data from each institution of higher education and reported to Statistics Sweden, SCB.

Resources, such as supervision or participation in doctoral courses, may be assigned only if the doctoral student is registered and has an approved individual study plan. After each semester, it is registered in LADOK the extent to which the doctoral studies has been conducted (percent of full- time = 40 hours / week), and what type of funding doctoral student had.

Link: <http://www.student.lu.se> for registration of active doctoral students

Link: <http://www.lu.se/stu/ladok>

Link: <http://www.notisum.se> Ordinance 1993:1153 § 7 data on the doctoral student

Examiner

The examiner's main function is to contribute not only to the quality of education, but also to the smooth progress through the various stages of the education. The quality criteria are coordinated between the divisions and the supervisor so that an assessment

independent of the individual supervisor can be obtained. For doctoral students, it is important to be able to turn to one person when it comes to issues concerning equivalency of courses, the final seminar and public defense.

Examiners are appointed by the head of department for three years at a time. It is to the examiners the doctoral student should turn primarily.

Other tasks for the examiner

- Assess when the thesis manuscript is in condition to be presented at the final seminar, possibly after obtaining expert opinions.
- Be responsible for that the final commentator on the final seminar, in addition to what is happening at the final seminar, share their views on the thesis manuscript effectively (written and oral) to the student and supervisor.
- To lead a follow-up conversation after the final seminar where the consequences for the period leading up to the public defense is discussed with the student and the supervisor.
- Ensure that the thesis manuscript has been revised by agreement at the final seminar, and are fit to be presented at the public defense.
- Be responsible for, along with the current supervisor and student, giving suggestions of opponent and committee for the defense. This request for defense is to be signed by the head of department and sent to the faculty no later than 6 weeks before the planned defense.
- Be responsible for that the form of completing the final seminar is submitted to the Director of Studies.
- Be responsible for room booking and arranging refreshments for the committee meeting.
- To serve as chairman of the public defense. This includes hosting and initiating the meeting of committee, opponent and supervisor after the defense.
- To submit the minutes from the committee meeting to the doctoral education office for forwarding to the Faculty after the defense.
- Once a year, do an assessment of the theses proposed for nomination for the Oscar II grant for the best thesis at the Faculty. The decision is made by the Faculty Board.
- To follow developments concerning the quality of the doctoral programme and inform meetings of the Division Heads and Supervisor meeting about this.

From halftime evaluation to promotion

Since the time of the doctoral programme is limited, there is a requirement not only for planning and monitoring, but also on quality. Multiple targets can be distinguished:

Halftime Evaluation

Halftime evaluation will take place when the student has achieved a total of registered activity equivalent to four semesters of full-time study. Then the doctoral student present their work at an internal seminar. The purpose is to form an opinion on the extent and quality of the student's work and to provide an opportunity for constructive suggestions. The supervisor initiates the seminar in which the examiner (seminar chair)

and at least two senior faculty members (docents) from other divisions or external assessors are involved.

For the seminar the doctoral student prepares a written summary of their work and a description of the remaining actions (max 3 pages of text). This is distributed along with possible papers to the seminar participants at least 2 weeks before the seminar. The doctoral student begins the seminar with a presentation of their own work (about 20 minutes). The seminar then transitions into a discussion. The emphasis is on a constructive conversation. Towards the end of the seminar, an assessment is made of how many points the student has achieved in the doctoral programme (courses + thesis). The doctoral student will also participate in this part of the meeting. As a guide in this assessment the department's template is used for the credits calculation of the thesis progress. The decisions on achieved credits is taken by examiner.

Within one week after the seminar, the main supervisor fills in a form that is signed by him and by the examiner and submitted to the doctoral study administrator for registration in LADOK. If the student is calculated to have achieved 120 credits, or not significantly below this level, the doctoral student's salary is raised.

If a doctoral student is deemed to "significantly breached their commitments" according to the study plan, special measures shall be taken. The Head of Department will decide if the Faculty Board shall be proposed to approve the cancellation of supervision and other resources for doctoral education.

Final seminar

The purpose of the final seminar is to scientifically evaluate the thesis manuscript and give the doctoral student the opportunity to improve its quality. The examiner who is present at the final seminar can also get an idea about how realistic the planned date of public defense is. Another purpose is to give the doctoral student an experience for before the defense. The final seminar will give doctoral students an idea of the strengths and weaknesses of the thesis prior to the defense. Therefore shall any criticism that is relevant to thesis be presented, wherein the commentator should strive to express criticism in a constructive manner and in a positive spirit.

Selection commentator

The commentator should be a internal docent or external teacher, with particular familiarity with the thesis topic, and without conflicting interests regarding the thesis manuscript or doctoral student. The main supervisor suggests commentator in consultation with the doctoral student and manages the communication between the involved. Among other things, instruct the commentator regarding objectives and modalities of the final seminar.

Preparation

The doctoral student must submit the thesis manuscript to the commentator and the examiner at least three weeks prior to the seminar. Also a written instruction describing the goals and procedures of the seminar will be distributed to the affected. The commentator prepares a written statement on the thesis manuscript. All parts of the thesis shall be finished (including the summary and reference list), either published as

articles or exist in manuscript form before the seminar. An appropriate time for the final seminar is at least 3 months prior to the intended public defense. Seminar participants should be able to get the script at least one week prior to the seminar by requesting this from the doctoral student.

Implementation of the final seminar

- Commentator begins with a "statement " that addresses what will be discussed , what is left out , and how the time will be allocated .
- Commentator then gives a brief (10-20 minutes) description of the thesis issues, design and results, and then a 50-60 minute briefing with critical comments in conversation with the doctoral student.
- The seminar concludes with a discussion (20-30 minutes) between the student and the auditorium.
- In conjunction with the seminar a conversation between the doctoral student, the supervisor and the examiner who evaluates the final seminar is conducted. This will result in a plan for the remaining period until the defense. The commentator must submit a written summary of their comments to the student and the supervisor. The doctoral student shall later report made changes in accordance with the agreement at the final seminar to the examiner. The examiner fills out a form and submits it to the study administrator at the doctoral programme within one week.

Thesis

The thesis can be either a monograph or a compilation thesis.

For a compilation thesis applies that it consists of 3-4 articles, and a summary, comprehensive summary or "cloak". At the defense should at least one article be accepted for publication, preferably in an international journal with referee system. The doctoral student shall have proven experience of managing comments from external experts.

The doctoral student shall be the sole or first author of at least two articles.

The form "Co-author declaration and confirmation" must be completed and signed by all authors for each article in a compilation thesis. The form can be found under Documents. In some cases, international journals may request a publication fee. Each doctoral student can apply for funds for the publication costs of one article. The director of the doctoral program must accept the application before submission of the article. The application form can be found under Documents.

Monograph and compilation theses shall be comparable in work effort and quality.

When an article is accepted for publication, a copy of this notification shall be sent to the director of studies, preferably by email. Monograph and compilation theses shall be comparable in work effort and quality.

A popular scientific summary in Swedish is to be written into the database Lund University theses. A summary in Swedish shall also be entered as a separate chapter in the thesis. Remember to translate the title of your work to the Swedish Title page, is a page with details of title, author, date, time and venue for the defense, faculty, department, subject and the opponent's name and institution (mostly placed as a loose sheet in the thesis, but can also be tied in first in the thesis).

Datasheet. This is often printed on the back of the title page. Here, among other things, should be the full address of the department, a summary in English, abstract, keywords and ISBN.

Request for Public Defense

Time for the defense is determined in consultation between the student, supervisor and examiner after the final seminar. Request for defense shall be submitted to the head of department by the main supervisor, and by the head of department to the Faculty Board not later than six weeks before the public defense. This request includes proposals for faculty opponent, chairman and members of the examining committee at the defense for doctoral degree.

In good time, at latest in connection with the final seminar, the doctoral student should take note of the information at this site:

<http://www.sam.lu.se/utbildning/forskarutbildning/blanketter-och-anvisningar---disputationer>.

It includes information about routines, nailing, etc.

The time also comes to, with the department's dedicated ritual hammer, physically nail the thesis on a board designated for the purpose in House P.

Public defense

Chairman of the defense is an examiner or another professor at the department.

The public defense consists primarily of the opponent's presentation and critical review of the thesis, and the discussion between the opponent and respondent. The members of the examination committee and the auditorium in general, in this order, are given the opportunity to ask questions after the opponent's examination.

The defense usually takes between one and two hours but can last longer if the opponent finds it appropriate.

The examining committee will meet immediately after the defense. Chairman is elected in the examining committee. The opponent and one of the supervisors are called in to the meeting and present their assessments of the doctoral student's independence, and other circumstances relevant to the overall assessment of the thesis. In the assessment "Pass" or "Fail" is used which is announced to the respondent immediately after the meeting.

Diplomas

A doctoral degree is awarded by the Vice-chancellor after application from the doctoral student. For a doctoral degree, both an approved doctoral thesis and a passing grade in all courses in the doctoral programme are required. Application form for doctoral degree is found at

<http://www.lu.se/studera/examen-och-karriar/ta-ut-examen/ansok-om-examen>

Printing

Printing will be done by the university's printing service,

<http://www5.lu.se/anstaeld/service-tjaenster-it/tryckerier>.

The Department covers the printing of 120 copies.

Doctoral conferment ceremony

The conferment ceremony takes place on the last Friday in May. Information and invitation to participate in the ceremony, is sent in February to those who defended their thesis during the academic year. Link: <http://www.lu.se/forskning/promotion>

Ethical review of research

Act on Ethical Review means that anyone conducting research that can require permits is obliged to seek permission from the respective ethics committee. Violations will be subject to criminal penalties. Information is available via <http://www.psy.lu.se/forskning/lag-om-etikproevning>. The application form is available online. It normally costs 5000 SEK to get an application reviewed. The department pays the first ethical review à 5000 SEK. Application is made on the form for Ograduerade researchers fund.

The cost of ethical review is not charged against the amount of 10 000 SEK each doctoral student disposes of Ograduerade researchers fund.

All students must enter a registration number from the Ethics Committee for a decision on the ethical review of research in the study plan. Preferably, put the data under "Doctoral thesis, a total of 150 credits".

Either the doctoral student has applied for and received permit or the supervisor previously applied for and received permit for the project where the doctoral student is included.

Alternatively, there should be a short explanation of *why no ethical review* is needed for the doctoral project.

All research projects must be documented at the department; doctoral students' projects can be found in the individual study plan and all projects that are ethically reviewed shall be searchable in the department's records.

Internationalization

The requirement is that all doctoral students during their education shall have an international environment. The minimum requirement is to present their research at an international conference on one occasion. The Department's policy is to cover the total cost at the first presentation, provided that the student has applied for funds from Siegvalds fund for this purpose. Additional international conference participation is valuable. In addition, doctoral students can stay at a foreign department for a longer period (at least 3 months).

Planning and monitoring of both conference presentations and stays abroad should be made in consultation between the student and the supervisor and recorded in the individual study plan.

Funds and travel grants

Below are some important sources of funding for expenses that occur in conjunction with the doctoral programme. The doctoral student monitors and seeking funds independently. However, it is important that the funding situation is addressed in conversations with the supervisor.

Kommentar [HS1]: Finns engelsk sida?

Ograduade researchers fund

Basically, 10000 SEK are available for each doctoral student in the doctoral programme. The funds may be used for travel and subsistence expenses, expert assistance, purchase of consumables and other expenses resulting from the research task. Applications can be submitted at any time during the year to the director of studies. NB. The application must be granted before the purchase is made.

Siegvalds fund

Siegvalds fund is available for application once a year for both students and teachers. The funds are allocated in the proportions of students 60/ teachers 40. No restriction on the amount or number of times. The area of use is free. The Faculty Board and the Department can for each application determine the criteria for grants.

It is opened for travel and research grants first week of February and open for application for about 3 weeks.

Link: <http://portal.adm.lu.se/portlets/stipendier/>

Funds from Siegvalds fund are allocated according to the following criteria (without ranking) if the amount sought exceeds the amount available: Congress grants, expert assistance, length of stay in an international environment or equipment (not financing).

The Faculty has further information on various grants,
<http://www.sam.lu.se/forskning/forskningsbidrag>

The Crafoord Foundation

Grant to scientific education and research at doctoral level or above. For travels, proofreading and more expensive equipment are examples of grants. Labour costs are not covered.

Link: <http://www.crafoord.se/>

The divisions

Varying practices regarding research funding. Each department disposes its funds according to their discretion. Funding for visiting researchers abroad should be primarily financed by the research projects.