

Department of Psychology
Faculty of Social Sciences
Lund University

Doctoral Programme Handbook

Preface

Doctoral programmes are regulated at different levels – in the Higher Education Ordinance, at University level, at faculty level and locally at the departments.

The purpose of this document is to provide an overview of the doctoral programme at the Department of Psychology. Both students and supervisors can use it for guidance on various issues, and the document frequently refers to relevant websites both within and outside the department.

The document aims to facilitate work for supervisors and doctoral students and to promote constant improvement in the programme.

Director of Studies for the Doctoral Programme

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Doctoral programme – General rules

The aim of the doctoral programme is to develop the type of knowledge and skills required to conduct research independently within psychology and to contribute to the formation of knowledge in the subject.

General regulations for doctoral studies at Swedish higher education institutions can be found in the Higher Education Ordinance, chapters 6 and 7. Additional information is available at:

[About third-cycle education \(studera.nu\)](http://studera.nu)

The Faculty of Social Sciences at Lund University, which has overall responsibility for the doctoral programme, has issued rules for the application of the general regulations. The head of department's management and financial responsibilities at the department also comprise leadership responsibilities for the doctoral programme.

Functions that have been delegated by the faculty board to the head of department include, for example, admission of doctoral students, appointment of supervisors and follow-up of the individual study plan. Regulations for doctoral studies at the faculty can be found here:

[PhD studies | Internal Faculty of Social Sciences \(lu.se\)](http://lu.se)

Admission of doctoral students

Current information on admissions and assessment can be found here:

[Application for the PhD programme | Department of Psychology \(lu.se\)](http://lu.se)

All admitted doctoral students receive fully funded doctoral positions. In addition to the doctoral positions funded by the department, additional applicants can be admitted provided supervisors and premises are available at the department, an approved thesis plan exists and an external funding body will fund the doctoral student position for at least 48 months.

The department's research is organised into divisions, networks and laboratories:

[Research | Department of Psychology \(lu.se\)](http://lu.se)

Different forms of funding

- Employment as a doctoral student may be combined with up to 20 percent other work within the framework of 100 percent employment. Employment includes comprehensive social security cover.
- An external employer that allows at least 50 percent doctoral studies within the individual's employment; also includes social security cover.

Employment

Admission to the doctoral programme entails being a student and an employee at the same time. The two roles are regulated by current regulations and comprise both rights and obligations.

Doctoral students are generally employed to conduct full-time doctoral studies. Externally employed doctoral students are an exception as their research is conducted part-time alongside regular employment at an organisation outside the University.

Doctoral students are usually (but not always) involved in three types of work: doctoral thesis work, departmental duties and education. Teaching is normally considered to be a departmental duty, and credits earned within the framework of the doctoral programme are generally deemed to be part of the education segment.

A person may be employed as a doctoral student for a maximum of four years in conjunction with full-time studies or eight years in conjunction with half-time studies. For studies leading to a licentiate degree, the total employment period may not exceed the equivalent of a full-time doctoral education over a period of two years. An adjustment is to be made for the amount of time the doctoral student has departmental duties.

However, the total period of employment may be longer than what is stated above if there are special circumstances, such as leave due to illness, military service, an elected position in a trade union or student organisation, or parental leave. Ordinance (2002:139).

Contact the staff coordinator or head of department in the event of employment-related issues.

Reactivation

Doctoral students who have registered a study hiatus and who intend to resume their studies are – **no later than 1 November** for the spring semester and **no later than 15 April** for the autumn semester – to submit a plan for continued studies. Contact the director of studies well in advance.

General syllabus for doctoral degree and licentiate degree

The doctoral programme in psychology adheres to a syllabus adopted by the Board of the Faculty of Social Sciences:

[PhD programme | Department of Psychology \(lu.se\)](#)

Introduction for doctoral students

The admitted doctoral students are invited to an introductory meeting during the autumn semester. On this occasion, the director of studies and the study administrator will provide information about the department's organisation and activities:

- base contract
- individual study plan
- scholarships and research grants
- internationalisation 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 a general introduction for newcomers.

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

Overall planning

The overall planning of the doctoral programme is handled by the director of studies for the doctoral programme. The planning for the year ahead comprises doctoral courses, half time reviews, final seminars and public defences. An important basis for the year's planning consists of the individual study plans, which are to be revised and evaluated. The study plans are also followed up by the director of studies for the doctoral programme and the head of department. Changes and additions to study plans are to be entered on an ongoing basis.

Financial framework

The financial framework for the doctoral programme is to a considerable degree determined by the allocation of faculty resources. This is in turn dependent on the department's research success in terms of doctoral student graduates and publications.

Doctoral courses

The coursework for the doctoral programme comprises 75 credits (note that different rules apply for doctoral students admitted before 1 July 2018). Courses are organised by the department or the faculty. After consultation with their supervisor, a student may attend courses offered by other higher education institutions in Sweden or abroad. Contact the examiners in the event of any uncertainty.

The doctoral student and supervisor select the courses in consultation.

The syllabi for doctoral courses offered by the department are established by the departmental board. Faculty-wide courses are established by Research Studies Council. Courses are announced through a central mailing. Sixty credits from the doctoral student's previous studies can be transferred if an examiner gives their approval. Note that the doctoral studentship will be shortened to a corresponding extent in this case.

The courses in the doctoral programme are offered based on access to teaching staff and demand. The coursework is to be completed and approved before the public defence may take place. More detailed information on the current courses is available here:

[PhD courses | Department of Psychology \(lu.se\)](#)

Participation in the department's general seminar series is included as a compulsory component of the programme. The criteria for a grade of pass are available here:

[Kursplan Allmänna Seminariet slutgiltig.pdf](#)

Note that seminars offered by other departments can be counted if they concern psychological research.

The faculty's course Kickstart to Academic Life: Information Management and Publication Process for Social Scientists (4.5 credits) and Research Ethics (3 credits) are compulsory.

Literature review course

A literature review course can be arranged in a specific subject or when the number of registered participants for a course is under three people. A generic syllabus for literature review courses is available for use. A proposed literature list is to be approved by an examiner for the doctoral programme before the course begins. A literature review course is generally worth 7.5 credits, but it can also be worth fewer credits.

Training in teaching and learning in higher education

Doctoral students with teaching in their scope are to undertake training in teaching and learning in higher education comprising at least **three credits** within the framework of the doctoral programme or two weeks within the framework of their departmental duties. A maximum of 7.5 credits for training in teaching and learning in higher education can be counted within the framework of course credits for the doctoral programme.

Supervision

Supervision is the doctoral programme's leading educational tool. Long-lasting and continuous interaction with a qualified researcher is valuable in terms of promoting the doctoral student's own development. In addition to intellectual stimulation and practical advice, supervision also involves providing emotional support and guidance through the different phases of doctoral studies.

Multi-supervisor system at the Department of Psychology

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

- create a social and intellectually well-functioning environment for doctoral students and their supervisors.
- facilitate learning processes for doctoral students and their supervisors by providing access to different types of expertise and creating a security system in case of illness and to avoid work overload through work distribution.

The division of roles between supervisors

Supervisors are appointed by the head of the department before doctoral studies commence. One of the supervisors is appointed as the principal supervisor. The principal supervisor is a professor or an associate professor at the Department of Psychology.

The supervisor's duties are to:

- support, encourage and be available for discussions with the doctoral student to the extent specified in the individual study plan. To widen the doctoral student's contact interface at the department, they are given the opportunity to present their project in a seminar during the third semester.
- make it easier for the doctoral student to participate in relevant doctoral courses, symposia and conferences.
- ensure that the doctoral student's thesis work is progressing at a reasonable rate so that the work will be completed within the stipulated timeframe. This is best done through continuous and close contact during research.
- attend research committee meetings (Forskarkollegiet) when supervisors are summoned.

The principal supervisor's duties are to:

- have primary responsibility for the overall planning, quality assurance and follow-up of the individual study plan.

- ensure that the doctoral student follows the individual study plan (ISP) regarding courses and doctoral thesis work.
- ensure that the work is conducted in accordance with ethical guidelines.
- assume responsibility for and initiate the planning seminar. The seminar can be held as a general seminar or within the doctoral student's organisational unit. The supervisor is also responsible for ensuring that completion of the planning seminar is communicated to the administrator for registration.
- assume responsibility for and initiate the half time review.
- obtain a commentator for the half time review and the final seminar and inform the commentator of the procedures that apply for the seminars.
- after the half time review, ensure that the incremental salary increase form is completed and sent to the human resources administrator.
- assess when thesis work has reached the point that it is ready for final review and the subsequent public defence.
- together with the examiner suggest an external commentator and members of the examining committee and take part in the examining committee meetings.
- in consultation with the doctoral student and the examiner, decide on a time for the public defence after the final seminar.
- submit a request for the public defence to the head of department no later than 6 weeks prior to the public defence (more information is available under the Request for public defence heading below).

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

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

Information about the principal supervisor and assistant supervisor is to be documented in Ladok in conjunction with admission and be regularly followed up in the individual study plan.

Supervisor training

All supervisors are to complete introductory supervisory training. The Department of Psychology will bear the cost for this education for its employees.

Supervisor resources

The supervisor resource is to suffice for the entire education. Responsibility for distributing the resource per semester is shared by the doctoral student and the supervisors. The supervisor is compensated with 300 clock hours total for each student.

The supervisor resource is paid when the student has reached 25%, 50%, 75% and 100% (i.e. in conjunction with the public defence) of their doctoral studies.

The supervision, including its frequency and form, is to be the focus of regular assessment. The supervisor should initiate these conversations in early September in conjunction with the annual planning and evaluation.

Feedback

It is important that supervision is conducted professionally where the roles of both the supervisor and the doctoral student are clearly defined. Mutual commitments should be clarified in regularly occurring conversations and be documented in the individual study plan or in another appropriate manner. The doctoral student should receive feedback after each step – from the first manuscript draft to presentations at seminars and conferences and publications. Focus should be on formative feedback, constructively geared toward future goals, and be presented in a form that 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 involves not only intellectual but also emotional development, it can sometimes generate strong emotions. If a problem arises between the student and supervisor, the issue should primarily be vented between the parties concerned. The director of studies can be contacted if needed as a second course of action and the head of department as a third course of action. If the director of studies or the head of department is a supervisor, the assistant head of department can be contacted. Lund's Universitets Doctoral Student Union also has a doctoral student ombudsman who advocates for the interests of doctoral students. The doctoral student ombudsman provides advice and information to individual doctoral students.

Other resources

Premises and equipment

All doctoral students are entitled to have access to a workspace at the department, including a post box, email address, computer, printer, basic computer software and access card to the department. As is the case with other employees, holders of a doctoral studentship can log into the printers at the Faculty of Social Sciences Faculty Library with their LU card. The cost for the printouts is automatically billed to the doctoral student's department and cost centre.

Orders for books and articles that incur a charge are not included in this service and are instead funded through research grants in the same way that other expenses for research are funded (other equipment, linguistic reviews, assistance with statistics, travel and clinical trial subject fees).

Administration

The administration consists of a director of studies and a programme administrator. The director of studies is the point of contact for students regarding the focus of their education, curriculum planning and preparing the basis for decisions and is responsible for preparing, participating in and following up the research committee and director of studies conferences.

The programme administrator for the doctoral programme is responsible for:

- LADOK and filing programme documentation
- booking premises for seminars and public defences
- booking premises for individual doctoral students
- acting as secretary for the research committee
- offering a certain amount of support for individual study plans, ISP
- maintaining and updating the websites that concern the research programme.

Individual study plan

Each doctoral student is to have an individual study plan (ISP). The individual study plans are to be confirmed once a year, by 15 September at the latest. The faculty tasks the head of department with ensuring that the individual study plans are approved for all doctoral students.

The director of studies and the doctoral programme administrator process and file the ISP.

The department's individual study plan (ISP) consists of two parts: the basic contract and the annual follow-up. The basic contract is drawn up when the student is admitted to the doctoral programme, and it includes a general plan for the entire period of study. The basic contract is drawn up in the ISP's electronic system.

The annual planning includes a follow-up of the past academic year and more detailed planning for the current academic year. The doctoral student and the supervisor approve the study plan before it is electronically sent to the director of studies. The director of studies reviews and approves the plan, and the head of department subsequently confirms the plan.

The ISP is the doctoral programme's most important formal control mechanism. It is to be designed by the doctoral student and supervisor/supervisors in consultation; a suitable format for this work is a planning and evaluation discussion. The discussion can be conducted once or twice a year, for example, and it should address three topics: how the doctoral thesis work and coursework are progressing, the supervision format and how well the doctoral student is progressing in relation to the learning outcomes specified in the general syllabus. These three aspects are assessed after each period, and they form the basis for planning the upcoming academic year. It is recommended that the supervisor and the doctoral student assess the past academic year separately prior to the discussion, and then consolidate their assessments. The ISP is to be submitted to the director of studies by 15 September at the latest.

In order for the department to allocate resources for supervision, the doctoral student's rate of study must be least 50%, and they must be registered by 15 September respectively 15 February at the latest. The extent of supervision is to correspond to the doctoral student's work input according to the semester registration. It is imperative that the plan is realistic.

The supervision resource is to suffice for the entire period of study. It is the joint responsibility of the doctoral student and the supervisor to allocate the resource per semester. It is important to remember that there are intensive periods during the doctoral programme that call for more supervisor resources. It is also important to register sick leave and other circumstances that affect the work.

In the best case, the ISP serves as a contract that governs both practical (e.g. the frequency of supervisor meetings) and psychological (e.g. the parties' expectations) conditions for cooperation between the supervisor and the doctoral student.

Registration, activity and maintenance

Semester registration is done in LADOK via the student portal. A centrally coordinated email is distributed when it is time to register. Registration is required for the doctoral student to gain access to supervisor resources and doctoral programme courses. Any significant deviation from the individual study plan on the part of the doctoral student could result in their employment as a doctoral student not being extended and other resources being

rescinded by the faculty board, which has the ultimate responsibility for ensuring that individual study plans are established and followed.

Information on the extent to which doctoral studies have been conducted (percentage of full-time; full-time = 40 hours/week) and which type of maintenance the doctoral student has received is registered after each semester. Link to register active doctoral studies:

[Student Life | Lund University](#)

Examiner

The examiner's main function is to help ensure the quality of the programme and to ensure smooth progress through the various stages of the programme. It is important for doctoral students to be able to turn to *one* person with queries regarding recognition of qualifications, the final seminar and the public defence.

Examiners are appointed by the head of department for three years at a time. Doctoral students are to turn to the examiners as their primary point of contact for queries of the nature mentioned above.

Additional examiner duties:

- assess when the thesis manuscript is ready to be presented at the final seminar, potentially after obtaining expert opinions.
- responsible for ensuring that the commentator at the final seminar – in addition to what is said during the final seminar itself – communicates their opinion on the thesis manuscript in an effective manner (in writing and orally) to the doctoral student and the supervisor.
- after the final seminar, lead a follow-up discussion with the doctoral student and supervisor during which the ramifications of the period leading up to the public defence are addressed.
- ensure that the thesis manuscript is revised as agreed at the final seminar and is ready to be presented at the public defence.
- together with the relevant supervisor and the doctoral student, take part in the work involved in suggesting an external commentator and examining committee for the public defence. The request for public defence is to be signed by the head of department and be submitted to the faculty no later than 6 weeks prior to the planned public defence. Ensure that a room is booked and refreshments are arranged for the examining committee meeting.
- in normal cases, serve as the chair at the public defence. This also includes, after the public defence, summoning the examining committee, external commentator and supervisor to the examining committee's meeting, as well as attending and opening the examining committee's meeting.
- after the public defence, submit the minutes from the examining committee's meeting to the doctoral studies office to be forwarded to the faculty.
- once a year, assess the doctoral theses that have been proposed for nomination to the Oscar II Scholarship Fund for the best doctoral thesis at the faculty (decision taken by the faculty board) and the candidates put forward for the Swedish National Committee for Psychological Sciences' award for outstanding young researcher in psychology.
- monitor developments in the quality of the doctoral programme and keep the research committee informed of these developments.

From half time review to public defence

Since the doctoral programme's duration is limited, there are requirements not only for planning and monitoring, but also for quality assurance. Several targets are distinguished below.

Half time seminar

The half time review is to take place when the student has achieved total registered activity equivalent to four semesters of full-time study. At this point, the doctoral student is to present their work at an internal seminar (no audience in attendance). The purpose is to form an opinion on the scope and quality of the student's work and to provide an opportunity for constructive suggestions. The principal supervisor initiates the seminar in which the examiner (seminar chair) and at least two faculty members with associate professor qualifications from other divisions or external assessors take part.

For the seminar, the doctoral student prepares a written summary of their work and a description of the remaining actions (maximum of 3 pages of text). This is distributed along with any other 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 credits the student has achieved in the doctoral programme (courses + thesis). The doctoral student also participates in this part of the meeting. As a guide in this assessment, the department's template is used to calculate the credits for the progress of the thesis. The examiner decides on the number of achieved credits.

Within one week after the seminar, the principal supervisor fills in a form that is signed by the principal supervisor and the examiner before being submitted to the human resources administrator for registration in LADOK. If the doctoral student is assessed to have achieved 120 credits, or not significantly to be below this level, the doctoral student's salary is raised.

If a doctoral student is deemed to have "significantly breached their commitments" according to the individual study plan, special measures are to be taken. The head of department decides whether to propose that the faculty board consider a decision to revoke supervision and other resources for the doctoral education.

Final seminar

The purpose of the final seminar is to give a scientific evaluation of the thesis manuscript and to give the doctoral student the opportunity to improve the quality of the thesis. The examiner who is present at the final seminar can also get an idea of how realistic the planned date for public defence is. An additional aim is to give the doctoral student experience prior to the public defence. The final seminar is to give the doctoral student an idea of the thesis's strengths and weaknesses prior to the public defence. For this reason, any criticism relevant to the thesis is to be presented, and the commentator should strive to express the criticism constructively and in a positive spirit.

Selection of commentator

The commentator should be an internal or external lecturer with associate professor

qualifications, and be particularly familiar with the thesis topic and not have a conflict of interest regarding the thesis manuscript or the doctoral student. The principal supervisor proposes the commentator in consultation with the doctoral student and is in charge of the communication between the parties involved. Among other things, the principal supervisor instructs the commentator regarding the objectives and format of the final seminar.

Preparation

The doctoral student is to send the thesis manuscript to the commentator at least three weeks prior to the seminar. Written instructions describing the goals and procedures of the seminar are also to be distributed to the parties involved. The commentator prepares a written statement on the thesis manuscript. All components of the thesis are to be finished (including the summary and reference list) and are either to be published as articles or exist in manuscript form before the final seminar. An appropriate time for the final seminar is at least 3 months prior to the intended public defence. Upon request, seminar participants should be able to receive the manuscript from the doctoral student at least one week prior to the seminar.

Conducting the final seminar

- The commentator begins with a statement addressing what will be discussed, what has been left out and how time will be allocated.
- The commentator then gives a brief (10-20 minutes) description of the thesis's issues, design and results, followed by a 50-60 minute briefing, including criticism, and discussion with the doctoral student.
- The seminar concludes with a discussion (20-30 minutes) between the student and the audience.
- In conjunction with the seminar, the doctoral student, supervisors and examiner discuss and evaluate the final seminar and outline a plan for the period leading up to the public defence. The commentator is to submit a written summary of their comments to the doctoral student and the supervisor. The doctoral student is subsequently to report to the examiner any changes that have been made in accordance with what was agreed at the final seminar. The examiner fills out a form and submits it to the programme administrator for the doctoral programme within one week.

Thesis

The thesis can be either a monograph or a compilation thesis. A compilation thesis is to consist of 3-4 articles and a summary – a comprehensive summary or an introductory summary. At the time of the public defence, at least one article should be accepted for publication, preferably in an international journal with a referee system. The doctoral student is, however, to have proven experience of processing comments from external assessors.

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

The co-author declaration and confirmation form must be completed and signed by all authors for each of the articles in a compilation thesis.

[fou-co-author.declaration.and .confirmation.pdf \(lu.se\)](#)

In some cases, international journals may charge a publication fee. Each doctoral student may apply for funds for the publication costs of one article.

When an article has been accepted for publication, a copy of the acceptance decision is to

be sent to the director of studies for the doctoral programme, preferably by email. Monograph and compilation theses are to be comparable in terms of work effort and quality.

Additional instructions on producing a thesis are available at:
[Defence of doctoral thesis | Internal Faculty of Social Sciences \(lu.se\)](#)

Request for public defence

After the final seminar, the date and time for the public defence is to be decided by the doctoral student, supervisor and examiner in consultation. The principal supervisor submits the request for public defence to the head of department, and the head of department submits it to the faculty board no later than six weeks prior to the public defence. The request for public defence is to include proposals for the external commentator, chair and members of the examining committee (in the event of a doctoral thesis), as well as a proposal for the venue.

If there are valid reasons, the public defence may include digital components. The regulations are found on this page:

[Regulations for digital components at the public defence of doctoral theses at Lund University \(PDF, new tab\)](#)

Well in advance, but at the latest in conjunction with the final seminar, the doctoral student should read through the information on this website:

<https://www.sam.lu.se/internt/sites/sam.lu.se.internt/files/checklist-a-infor-och-efter-disputation-s-fak.pdf>

Information on procedures, notification of the date of the defence of the doctoral thesis ("spikning"), etc. is available at:

[Defence of doctoral thesis | Internal Faculty of Social Sciences \(lu.se\)](#)

It is also time at this point to physically post the doctoral thesis to the designated notice board in Building P using the department's ritual hammer dedicated to the purpose.

Public defence

The chair of the public defence is an examiner or another professor at the department. The public defence consists primarily of the external reviewer's presentation and critical review of the thesis, questions for the author of the thesis and a discussion between the external commentator and the author of the thesis that arises as a result of the questions. The members of the examining committee and the general audience, in this order, are given the opportunity to ask questions after the external commentator's examination.

The public defence usually takes between one and two hours but can last longer if the external commentator deems this appropriate.

The examining committee will meet immediately after the defence. The chair is elected within the examining committee. The external commentator and generally one of the supervisors are called in to the meeting to present their assessment of the doctoral student's independence and other circumstances relevant to the overall assessment of the thesis. "Pass" or "Fail" is used for the assessment and is announced to the author of the thesis immediately after the meeting.

Diplomas

Both an approved doctoral thesis and a passing grade in all the courses in the doctoral

programme are required for a doctoral degree to be awarded. Instructions on how to apply for the degree certificate are available at:

[Apply for your degree certificate | Lund University](#)

Printing

The University's printing service is to take care of printing. The department will cover the cost for 120 copies.

[Defence of doctoral thesis | Internal Faculty of Social Sciences \(lu.se\)](#)

Doctoral degree conferment ceremony

The doctoral degree conferment ceremony normally takes place on the last Friday in May. Information and the invitation to participate in the ceremony are sent in February to those who defended their thesis during the academic year.

[The doctoral degree conferment ceremony | Lund University](#)

Ethical review of research

The Swedish Ethical Review Act stipulates that anyone who conducts research which could be deemed to require approval must apply to the Swedish Ethical Review Authority for such approval. Failure to do so will result in criminal liability.

Information and the application form are available at:

<https://etikprovningmyndigheten.se/>

The cost for having an application reviewed is generally SEK 5 000. For doctoral students who are funded by the faculty, the fee is covered by a form of funding referred to as a doctoral backpack. Apply using the doctoral backpack form. For doctoral students admitted with external funding, the fee is primarily to be charged to that account.

All doctoral students are to enter the registration number they receive from the Swedish Ethical Review Authority in the "Tillstånd" ("approval") field in their individual study plan. Either the doctoral student has personally applied and received approval, or the supervisor has applied and received approval beforehand for the project in which the doctoral student will take part.

In other cases, there is to be a brief explanation specifying why an ethical review is not necessary for the doctoral student project.

All research projects are to be documented at the department: doctoral student projects are to be documented in their individual study plans and all projects that have been subjected to ethical review are to be searchable in the department's register.

Internationalisation

All doctoral students are required to spend time in an international environment during their education. 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 for the first presentation, provided that the doctoral student has applied for funds from the Siegvall Fund for this purpose. Additional international conference participation is valuable. Doctoral students may also spend time at a department abroad for an extended period (at least 3 months).

Planning and follow-up of conference presentations and stays abroad should be done in consultation between the student and the supervisor and be recorded in the individual study plan.

Funds and travel grants

Below are some important sources of funding for expenses that arise in conjunction with the doctoral programme. The doctoral student is to monitor calls for applications and seek funding independently. However, it is important that the funding situation be addressed with the supervisor.

Doctoral backpack

Doctoral students admitted after 1 January 2020 who are funded by the faculty receive a doctoral backpack (funding) of SEK 40 000 to use during their doctoral studies.

The funds may be used for purposes relevant to the doctoral student's doctoral studies and doctoral thesis work. Such purposes include, but are not limited to, data purchases, applications for ethical review, reading materials, fieldwork and expenses for doctoral courses and research conferences. In consultation with the supervisor, the doctoral student is to decide on the most productive way to use the funds during the four-year period. An application is to be filled out and signed by the doctoral student, supervisor and director of doctoral studies prior to a purchase being made. It is the responsibility of the doctoral student and supervisor to ensure that the funds are used in a responsible, cost-efficient and productive manner and that the allotted amount is not exceeded. The head of department is to be consulted and give approval if there are any uncertainties regarding how the funds may be used.

The department's finance officer creates a project number (also called activity) for the newly admitted doctoral student.

This number is to be specified when ordering goods/services in Lupin/Procedo and when coding invoices. It is also to be used in travel expense reports when the doctoral backpack is used. The doctoral student needs to apply for authorisation in Lucat to be able to place orders in Lupin. Apply for authorisation as soon as possible through the person responsible for Lucat.

The funds are allocated excluding VAT. For example, if a purchase of SEK 1 000 is made with 25% VAT, the total sum invoiced to LU is SEK 1 250, but the amount charged to the doctoral backpack is SEK 1 000 since LU deducts VAT.

As a public sector employee, there are several issues to consider when making purchases. More information is available here: [Purchasing and procurement | Staff Pages \(lu.se\)](#).

In addition to the doctoral backpack, the doctoral student can apply for external funding for research and travel from e.g. the faculty travel and research grants. Be aware of important dates in the faculty's newsletter.

For doctoral students admitted with external grants, funding is primarily to be covered by those grants. Consequently, it is very important that grant applications take extra expenses into account. The budget has earmarked resources to cover expenses not covered by external grants. You can apply

through the head of department.

The Siegvold Fund

The Siegvold Fund is open to applications once a year from both doctoral students and lecturers. The funds are allocated as a proportion: students 60/lecturers 40. There are no restrictions on the amount or number of times that funds can be allocated. There are no set areas of usage. The faculty board and department can determine the criteria for grants prior to each application. The fund accepts applications for travel and research grants starting the first week of February and remains open for applications for 3 weeks.

[List of scholarships and grants \(lu.se\)](#)

Funds from the Siegvold Fund are allocated according to the following criteria (without ranking) if the amount sought exceeds the amount available: congress grants, expert assistance, extended stays in an international environment or equipment (not partial financing). More information on various grants is available at:

<https://www.medarbetarwebben.lu.se/forska-och-utbilda/stod-till-forskning/sok-forskningsfinansiering-pa-egen-hand/rese-och-forskningsbidrag>

The Crafoord Foundation

Grants for scientific education and research at doctoral level or above. Grants are available for travel, linguistic review and expensive equipment, for example. Salary expenses are not covered.

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