

Welcome to the Department of Materials and Environmental Chemistry!

You are most welcome as a PhD student at the Department of Materials and Environmental Chemistry (MMK) and to an exciting period in your life. You will hopefully find the information given on the following pages helpful during your studies. Although most of the necessary information can be found here, you should never hesitate to ask your supervisors, fellow PhD students or anybody in MMK for additional information and advice.

The next coming 4 – 5 years will be a period of hard work, success, frustration, happiness, lack of time, international travels & contacts, always feeling that there is another paper to read, seminars to present, or courses to attend, all of which are parts of the process of becoming a scientist. Your work, both as an instructor in the courses and within the research project, will be an important contribution to the future advances in science and the reputation of MMK. As a PhD student, you are a member of the department who can influence the decisions taken by the Department Board and, of course, also take part in the social life.

To meet the requirements for the PhD degree, you have to present and defend a thesis successfully, obtain 60 course credits (ECTS), as well as fulfil all learning goals of the PhD education. The thesis will be based on your research work as presented in typically four papers (or equivalent) in international scientific journals. An important way to broaden knowledge of the subject is to participate in the seminars given in MMK.

Good luck with your studies and research!

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General information

As you are responsible for your PhD studies, you take the required courses and influence the research project's direction. Your supervisor will guide you, and it is noteworthy that she/he has 5% of the working time set aside for your supervision.

Besides you and the supervisor(s), other persons are involved in the four different PhD study programs in MMK. The Head of the Department has a general managerial role. The PhD Program responsible (in Swedish "ämnesansvarig") leads the research education in a particular subject, and the Director of PhD studies has an overarching role in the steering of the research education. Below are listed the responsible persons involved in the PhD education:

- Head of Department: Prof Gunnar Svensson gunnar.svensson@mmk.su.se
- PhD Program responsible:

Materials Chemistry	Prof Niklas Hedin	niklas.hedin@mmk.su.se
Physical Chemistry	Prof Arnold Maliniak	arnold.maliniak@mmk.su.se
Inorganic Chemistry	Prof Xiaodong Zou	xiaodong.zou@mmk.su.se
Analytical Chemistry	Prof Ulrika Nilsson	ulrika.nilsson@mmk.su.se
- Director of PhD studies: Prof Ulrika Nilsson ulrika.nilsson@mmk.su.se

For example, if you have problems that you do not want to bring up to your supervisor(s) or other colleagues in MMK, you should contact the Head of the Department or the PhD Program responsible. There is also a yearly appraisal talk when you meet with a senior researcher and discuss the working environment and the progress of your PhD studies.

There are different ways to stay updated about what is going on at Stockholm University (SU) and MMK. Detailed information is presented on our web page (<http://www.mmk.su.se/>) and the notice boards in the Department. We also suggest that you carefully read e-mails sent by the Head of the Department, the Directors of studies, the administrative staff, IT-responsible, etc. You are also expected to join the monthly MMK info meeting, at which you get the additional information and the latest news. Another important way to keep in touch and actively participate is to take part in the MMK's PhD student council. There is also a newsletter, "Universitetsnytt", distributed to all employees at Stockholm University. Furthermore, important information is also available on the SU website (<http://www.su.se>), and both the Faculty of Science (www.science.su.se) and the Chemistry Section (<https://www.kemi.su.se/english/>) have websites where you can find details and forms related to the PhD defense procedures.

As a member of the Stockholm University Student Union (www.sus.su.se/), you can get help and different benefits, such as discounts on SL tickets and in different stores. Besides the SUS/SU, you can also become a member of several other administrative groups within MMK, which allow you to be actively involved in the development of the Department.

The PhD programs within the Department of Materials and Environmental Chemistry

Rules, Regulations and Instructions

Learning outcomes

The aim of the PhD program is that the student shall acquire knowledge and understanding, competence and skills, as well as judgement and approach in the chosen field of research. The learning outcomes according to the Higher Education Ordinance are given below:

Knowledge and understanding

For the Degree of Doctor, the third-cycle student shall demonstrate:

- Broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialized knowledge in a limited area of this field.
- Familiarity with research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For the Degree of Doctor, the third-cycle student shall demonstrate:

- Capacity for scholarly analysis and synthesis as well to review and assess new and complex phenomena, issues and situations autonomously and critically.
- Ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work
- Through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research
- Ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and dialogue with the academic community and society in general
- Ability to identify the need for further knowledge
- Capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Judgement and approach

For the Degree of Doctor, the third-cycle student shall demonstrate:

- Intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics.
- Specialized insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Study plan

There is a General Study Plan (ASP) for each PhD program, and in addition, each PhD student has an Individual Study Plan (ISP), in which the student, after discussing with the supervisor(s), writes a plan for how the qualitative targets (learning outcomes, in Swedish "examensmålen") will be achieved. Included are a research plan for the coming year, a brief plan for the whole program and a list of all completed courses and other relevant achievements and achieved "examensmål"). This ISP must be updated annually, and the responsibility is shared between the PhD student and the main supervisor. Each ISP will be uploaded digitally by the Director of PhD studies in an IT system common for SU.

Only courses taken at SU will be registered in LADOK automatically. Courses taken at other universities must be registered manually. Registering a course as part of your PhD program requires approval from both the main supervisor and the PhD Program responsible. Registration of a passed course in LADOK requires a certificate of approval from the course director. The PhD student is responsible for getting and submitting the certificate to our Ladok administrator, currently Helmi Frejman (helmi.frejman@mmk.su.se). She is then registering these courses in LADOK. (LADOK is the IT system in which all courses taken are registered).

The following instructions concern the mandatory activities of the PhD programs and are meant to complement the information above:

1. *The first ISP*

At the latest two months after starting the PhD program, the student must submit the first ISP, after advice from the supervisor, to the Director of PhD studies, who will give you feedback. The plan should contain the aim and a short description of the research project(s), planned experiments and courses. A final version should then be written and signed by the PhD student and the supervisors.

Please check:

<https://www.mmk.su.se/education/phd-studies/phd-study-plan>

2. *Mandatory courses*

The mandatory courses for all PhD students in MMK should be taken during the PhD program's first year(s). Included are a set of short PhD courses, in total 9 ECTS, arranged by the Chemistry Section:

- | | |
|--|--------|
| • Teaching chemistry | 2 ECTS |
| • Philosophy of science and ethics | 3 ECTS |
| • Writing science (Writing a scientific article) | 3 ECTS |
| • Arrhenius seminar for PhD students (Communicating science) | 1 ECTS |

and

- | | |
|---|-------------------|
| • PhD seminar course | 5 ECTS |
| • Advanced course in the research subject | 10, 12 or 15 ECTS |

The advanced courses within the respective PhD study programs are Materials Chemistry (15 ECTS), Inorganic Chemistry (10 ECTS), Analytical Chemistry (12 ECTS), and Physical Chemistry (15 ECTS). It is strongly recommended to complete this course before the Midterm seminar. The taken course certifies that you have general knowledge in the specific PhD study subject. Book the exam date with the respective PhD Program Responsible, who will inform about the course details, such as course literature and format of exam.

3. *Participation in a PhD student seminar course in MMK*

There are PhD seminar courses in MMK in all PhD study programs. The courses will broaden your knowledge within your subject and are run during your whole research education.

4. *Midterm seminar*

A midterm seminar (or presentation of a licentiate thesis) is held approximately in the middle of your PhD program. The purpose of this evaluation is to make sure that the PhD program is progressing well, both scientifically and "socially", for the student and the supervisor.

Two weeks before the midterm seminar, the student sends a written project description, a summary of the work performed, a description of future plans, and a thesis synopsis to an internal evaluator in MMK. The evaluator committee chairs the seminar and evaluation, and besides the PhD student, the main supervisor, and preferably also the co-supervisor, are present. The seminar is a 30-minute presentation, including questions about obtained scientific results and future plans, followed by a discussion between the PhD student, committee members, and the supervisors. The guidelines for the procedure during the Midterm seminar can be found here:

<https://www.mmk.su.se/education/phd-studies/midterm-evaluation>

Other activities that may be included for fulfillment of your PhD exam

1. PhD courses are arranged by the Department or other departments and universities.
2. Undergraduate courses at the advanced level taken before acceptance to the PhD program and not included in the undergraduate degree or part of the requirements for acceptance to the PhD program can be transferred and included in the PhD program to a maximum of 30 ECTS (normally not more than 15 ECTS), after agreement with the main supervisor and the PhD Program responsible. Before accepting the transfer of previously taken courses, it is considered how well the course fits into the individual PhD studies and learning outcomes.
3. Participation in international PhD courses, schools, workshops. The number of credits given for these courses depends on the course and is decided by the PhD Program responsible, "ämnesansvarig".

Given credits will be registered in LADOK by the department administration, verifying that the course has been taken/passed based on provided documents.

Research ethics

Scientific research is performed by empirical studies, experiments, computational studies, or observations that have to be conducted according to sound scientific and ethical principles. Each person involved in scientific research must have an ethically correct approach to the work associated with the research, such as planning, conducting experiments or computational studies, collecting data, interpreting results, and distributing information. The way scientific results have been produced must be documented, and raw data must be preserved and available for scrutiny. Data must not be omitted arbitrarily in order to make a better argument, invented, or stolen from other researchers. Plagiarism of other people's texts, or even self-plagiarism, is not allowed. All forms of falsification during scientific research and scientific publication are serious and may lead to suspension, and in the worst case, to legal measures.

Chemistry sections ethical guidelines:

<https://www.kemi.su.se/english/education/ethical-guidelines#Cheating%20and%20Plagiarism>

The thesis

The most common and preferred format of the thesis is what is called "sammanläggningsavhandling" in Swedish. The thesis should be written in English. This thesis format consists of a collection of papers and an introduction of the thesis area, and a summary of the thesis work as presented in the papers, with key references. The introduction is often in the format of a review where you also refer to your papers. Note that there should also be a Swedish summary, which should also be given to the person managing the MMK homepage.

Remember that you must be very careful to reference the data and information you use in your thesis and encapsulated papers. You are not allowed to copy sentences from the literature, not even from your papers. If you need to cite a particular phrasing that should be clearly shown with citation marks, a proper reference to the source must be given. Note that in most cases, permission to include already published papers must be obtained from the publisher. There are normally standard procedures for this, often posted on the journal's website.

During the internal review of a thesis, the text will be scanned for plagiarism using the program Ouriginal.

It is a good idea to have a look at some recent PhD thesis from MMK.

Helpful information can be found at the homepage of the [Faculty of Science](#)

Requirement for the thesis

The thesis should typically be based on a minimum of four research papers/manuscripts. With this minimum, the PhD student should have taken a leading role in at least two papers/manuscripts as the first author (shared first authorship is acceptable). Typically, at least two papers should be accepted in a peer-reviewed scientific journal.

Time schedule of the dissertation process

The following schedule is meant to be of assistance to the PhD student and the main supervisor when a dissertation is planned so that no obstacles or delays would occur.

Note that some of the deadlines are *not* negotiable!

Responsible	Task
Main supervisor	The main supervisor discusses with "ämbesansvarig" about suggestions of the opponent, committee members and the chairperson for the defense procedure. It is normally the main supervisor who contacts the intended opponent to check his/her availability. All committee members must have "docent" competence, and the gender perspective must be considered.
PhD student	Two thesis defenses in Chemistry cannot take place simultaneously; therefore, the calendar should be checked: http://www.science.su.se/om-oss/kalendarium/disputationer
PhD student	Contacts the student expedition at KÖL to check when the Magnéli Hall is available: kemi@su.se On Fridays, theses defenses have a higher priority in the Magnéli Hall than other bookings.
PhD student	Book the Magnéli Hall: kemi@su.se
PhD student	You will get an ISBN number from "avhandlingsstöd" in connection with registering the thesis in DiVA. Check the following link to SU's dissertation support. https://www.su.se/staff/researchers/dissertation-support
PhD student	Registers all publications included in the thesis and the summary electronically in DiVA (Stockholm University Publication Database) and ask for permission to reprint all the included publications from the publisher. If material is taken from others work (figures etc.), permission is required from the publisher. Login to DiVA with your university account. A "spikblad" (prepared by the librarian) will be sent to you. The "spikblad" must be sent to the printers during test printing. Make sure all information (date, time, address, ISBN etc.) in the "spikblad" is correct. Questions on DiVA, templates, posting etc. You can also book an appointment for an hour of individual instructions on questions regarding electronic publishing. E-mail: avhandlingssupport.sub@su.se
Ämbesansvarig 10-13 weeks prior to the defense	Ensures an internal review of the thesis, including a check for self-plagiarism. This step must be ready before a suggestion for opponent and committee members is sent to the faculty.
Ämbesansvarig 7-10 weeks prior to the defense date	Sends suggestions of an opponent, committee members, chairperson for the defense, and a contact person to the faculty, at least seven weeks before the thesis defense or seven weeks before the last day of the semester if the thesis defense is after the semester ends.

	Decision from the faculty on opponent and faculty members.
Main supervisor 6 weeks prior to the defense date	Ensures that the PhD student sends pdf versions of papers and summary to the opponent and the evaluation committee directly after a decision from the faculty. * The main supervisor sends instructions regarding the dissertation procedure to the opponent and evaluation committee.
PhD student	Sends a pdf version of the papers and summary to the opponent and the evaluation committee members at least six weeks before the thesis defense. * Ensures that the language is carefully checked before printing the thesis.
PhD student	The PhD student will be contacted by "avhandlingsstöd" in connection with booking the day and time for the dissertation. "Avhandlingsstöd" will arrange with a personal time plan and that you get in contact with the printer. Starts the printing procedure at least six weeks before the thesis defense*. About 2-3 test prints may be needed. Every test print takes 24 h. Consults the web page of the Faculty of Science at SU to find out the minimal number of copies of the thesis that must be printed. Printing of thesis takes <u>5 working days</u> , and the thesis must be delivered from the printer 2 days before the "spikdag".
Main supervisor	Ensures that both the printed thesis and the final version as a pdf file are sent to the opponent and the evaluation committee members as soon as it is finished, at least three weeks before the thesis defense or three weeks before the end of the semester. Books a rehearsal before the defense and is meant to be a support for the PhD student.
PhD student 3 weeks prior to the thesis defense	Spikdag! Nailing of the thesis.

* Six weeks before the last day of the semester if the thesis defense is after the end of the semester.

The dissertation

The dissertation is the "grand finale" of the PhD program at which the PhD student gets a chance to show that he/she has become a scientist. The dissertation in English runs according to the following schedule:

- The chairperson of the dissertation opens the dissertation.
- The student gets a chance to announce (important) errata or withdraw the thesis. A printed list of errata should also be available if the errata are many and/or complex.
- The opponent gives a 10–15 min introduction to the field to the thesis.
- The PhD student gives a 25–30min summary of the most important conclusions from the thesis work. PLEASE be sure to practice at the pre-dissertation so that you keep this time!!!
- Discussion of the thesis work led by the opponent
- Questions by the examination committee
- Questions from the audience

- Chairperson closes the dissertation
- The examination committee, the main supervisor and the opponent discuss the thesis and the defense of the thesis in closed chambers. The committee can also elect not to invite the supervisor and the opponent. The examination committee decides on whether the student should pass or not. The opponent and the supervisor should not be present when the decision is taken.
- The chairperson of the examination committee announces the decision.

In order to get the PhD degree certificate, the student must apply to the University Student Office:

1. Fill in the form "Ansökan om examensbevis" ("Application for Degree Certificate").
2. Attach a LADOK certificate to the application. The certificate must include the formulation: "har godkänts på samtliga prov inom doktorandutbildningen" ("has passed all required examinations within research education").
3. Include a certificate of change of name, where relevant.
4. Send all of this to:

Mailing address

Stockholms universitet
Studentavdelningen
Universitetsvägen 2B
106 91 Stockholm

Visiting address

Studenthuset
Examensärenden
Telephone: 08-162000
disputation@science.su.se

Finances & social security

As a PhD student, you can have a financed PhD-position, "doktorandanställning", and in specific exceptions, a scholarship. The total time of a "doktorandanställning" is 48 months of full employment (100%), but since many PhD students within the Department are engaged in teaching as "course assistants" and/or in other activities, the total time of employment may vary from 4 to 5 years.

Employment as a PhD student, "doktorandanställning."

A "doktorandanställning" includes all the rights of regular time-limited employment, and the salary is taxable.

The salary is negotiated between the trade unions and SU, usually once a year, and is in principle the same for all PhD students at SU, although individual variations may occur due to special circumstances. There are three salary levels depending on what stage in the PhD program you have reached. This information can be found here:

<https://www.su.se/medarbetare/råd-stöd/hr-guiden/under-anställningen/lönebildning/lönestege-för-doktorander-fr-o-m-2020-10-01-2021-10-01-och-2022-10-01-1.537509>

If you get ready with your PhD studies before the stipulated four years, you will have the right to keep your employment in MMK for another maximum of 6 months (within the four years). You may then work under the supervision of either your PhD supervisor or another project leader in MMK.

The Department has the right to ask you to work up to 20% of your time without giving prolongation; however, this is not common practice.

More information on employment terms at SU can be found here:

<https://www.su.se/staff/personnel/2.258/you-and-your-workplace-1.107592>

Travel scholarships and other scholarships

Internal scholarships at Stockholm University are yearly available for application. The announcements are usually distributed to all PhD students within the Department. The fellowships most frequently awarded are from foundations like K & A Wallenberg (KAW), KB Augustinsson and JF Liljewalch Jr. The deadline for application for KAW is usually during late fall and for the other two during early spring. A scholarship may cover a substantial part of the cost for participation in a congress, etc.

Hint: You are encouraged to apply for scholarships for attending conferences, et c. To have received scholarships is also good for your CV.

Teaching and other tasks at the Department

Teaching, participation in Department groups and performing KLARA inventory, as duties within the "doktorandanställning" are included in the salary and will not be shown as a specific item in your

monthly salary report. KLARA inventory is a part of your group activity and responsibility. Teaching can give your contract 10 or 20 % prolongation, corresponding to 0.5 and 1 additional year, respectively. Becoming a member of different Department groups may give a small prolongation, which is hourly based on the group meetings (for more information, you can ask students from PhD council group).

You may teach as an instructor ("lab assistant") at undergraduate courses at the basic or advanced level courses. The length of teaching corresponds to $\leq 20\%$ of a full-time position = 350 h/year. In practice, this is equal to one 15-credit course or two 7.5 credit courses yearly. Depending on the number of instructors available at the Department, you can be asked to teach just after being accepted as a PhD student. If there is an excess of graduate students (who wish to teach), those having been registered as PhD students the longest time will be asked first, although academic competence will be considered as well as proficiency in Swedish. In addition, the development of practicalities, administrative or computer tasks might be required instead of, or in addition to, teaching.

You should regard the teaching as a great opportunity to practice your pedagogic skills, get a chance to find out if you understand the methods you use and learn new ones, and find out how much of the basic knowledge you remember/have forgotten. Furthermore, being an instructor is a good way to develop and practice your leadership skills.

Planning of the teaching schedule normally starts in April for the academic year to come. You will have a chance to comment on the schedule before it is finalized. Efforts will be made not to place your teaching periods when they would conflict with, e.g. conferences, if possible. In the normal case, there will be no teaching or other duties during the last 7 months of your PhD studies. For more information concerning teaching duties, contact the Director of undergraduate studies at the Department.

Responsibilities as "Lab assistant"

To be able to give the students efficient, practical training, you must be well prepared both practically and theoretically. Read all the necessary information and theory in advance before the course starts. You are responsible for the practical training of the students. Plan the lab work and make sure that equipment and chemicals are available for each practicum. Equipment required for the practicum shared by other department members has to be booked in advance. In some experiments, you have to use equipment from a research group within the Department. You must ask in advance if the equipment is available.

You are responsible for the safety of the students (and yourself). Lab reports handed in by the students have to be corrected. This means that you have to read reports, comment on incorrect or unclear, sloppy figures etc. Do not give up and accept a lab report that you do not believe meets the standards you set. Make sure that your students have understood the practicum.

If you have reasons to believe a student of plagiarism or any other form of dishonest behavior, do not act yourself, but contact the course responsible for the course you are teaching.

Hints

Teaching is a full-time job, meaning that you hardly can continue your research work, definitely not at full speed. Have a break, you deserve it!

The best way to learn the job is to work on the course with an experienced instructor before starting your first instructor period. Remember what you demanded from your lab instructor as an undergraduate student. Reading the course evaluations can help you become a better instructor.

As a lab instructor, you are an important representative of the Department. Your success as a lab instructor on the basic course and the advanced courses means that the students will influence others to study our programs, and more students will also become interested in the research areas of our Department. It is usually the instructor, not the professor, the student primarily will ask about continuing studies at our Department or how to become a PhD student. Look at your job as an instructor as something positive and educational.

Additional information

Here you can find some additional information that is useful to know but not directly related to the PhD studies.

Student accommodation in Stockholm

The biggest accommodation for students (at all levels) is Stockholm studentbostäder (also known as SSSB <https://www.sssb.se/>). You can register in their system 90 days prior to becoming a student at Stockholm University Student Union and staying on a waiting list, collecting days. Membership in the Student Union is a mandatory requirement to keep your place in a queue.

It is also possible to get accommodation from Bostadsförmedlingen Stockholm:
<https://bostad.stockholm.se/>

Here is some information from Stockholm University on housing options for students in Stockholm:
<https://www.su.se/english/education/admissions/housing-for-international-students>

For PhD students, the housing for visiting researchers is more applicable:
<https://www.su.se/staff/services/internationalisation/accommodation-for-visiting-researchers/apply-for-the-queue-1.291839>

Unemployment insurance

A-kassan is the organization that will pay you about 80% of your salary when you have no job; Facket (Union) is the union that will defend your rights if you got any issues with your employer.

You shall be a member at least 12 months before the end of your employment, plus, you shall work for quite some time before you join it. You do not have to join them both; you may join just A-kassan. It will cost you a small amount of money monthly depending on your choice of A-kassan, and a similar thing is separately for Facket. Choose the right A-kassa which is fitting with your academic background, read well online about it.

Examples of A-kassa:
<https://stsakassa.se/>

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

<https://sulf.se/jobb-lon-och-villkor/a-kassa/>

There is also organization called Trygghetsstiftelsen <https://www.tsn.se/>, which will help unemployed PhD students. They help mostly with such things as job coaching, paid courses in the Swedish language at Folkuniversitetet, a course in project leading, etc.

Sick leave, parental leave, insurances, medical and health care

A handbook containing information and tips for visiting scientists and international graduate students might be useful. Here you will also find information about what you do if you become sick, parental leave, medical and preventive health care. For example, you are ensured one hour per week of preventive health care (friskvård) if you are a full-time employee. There are also free sports

activities at Frescatihallen as well as a staff gym. Please contact the administrators in MMK to find out more about reimbursements for sports and health activities.

A part of your salary is allocated to your future pension as for all other employees at SU. Please, check the link

<https://www.su.se/staff/personnel/2.258/6-insurances-1.198353>

Sick leave must be reported digitally into Primula, the SU IT system for employees. If you are absent due to illness more than 7 days in a row, you need to submit a doctor's certificate to MMK administrators. You then get reimbursement for lost salary from Swedish Social Insurance Agency (Försäkringskassan). You have to report your sick leave into Primula to get corresponding prolongation of your study time.

As an employee at the University you can contact our provider of occupational health care services, Feelgood, for counselling and telephone advice on work-related illnesses. The agreement does not include general medical care, but since it is often difficult to determine whether or not an illness is work-related, you should always call and consult a nurse. You can always get an appointment with a doctor for evaluation.

The head of department and other managers may, as employer's representatives, contact the occupational health care services for help with, for example, rehabilitation cases.

Please check the following links:

<https://www.su.se/mbw/mbw-internal/for-new-employee-and-mbw-guests/handbook-for-visiting-researchers-and-research-students>

<https://www.su.se/staff/personnel/working-environment-health/occupational-health-care>