

The PhD Handbook

Department of Social Anthropology

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Introduction

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

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 Furthermore, since the handbook depends on documents that are liable to change over time, certain things may become outdated.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

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

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

The general syllabus (Den allmänna studieplanen)

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

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

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

This document contains additional guidelines for the PhD program (in Swedish).

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

The Higher Education Ordinance (Högskoleförordningen)

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

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

Handbook for Visiting Researchers and Research Students

This handbook is primarily intended as an aid for newly arrived international guest researchers and graduate students, who need help to orient themselves in Stockholm and Sweden. It contains tips and advice on everything from settling into a new city to apply for research funding.

[Handbook for Visiting Researchers and Research Students](#)

SULF (The Swedish Association of University Teachers and Researchers) Starter Kit for Doctoral Candidates

<https://sulf.se/en/work-salary-and-benefits/doctoral-candidate-doctoral-studies/>

You and your workplace (Du och din arbetsplats)

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

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

https://www.su.se/polopoly_fs/1.13158.1669206625!/menu/standard/fil%2FDu_och_din_arbetsplats_221122.pdf (in Swedish)

Getting started

When you begin your employment, a number of things happen. According to the rules in the Higher Education Ordinance, and Stockholm University's interpretation of them, you are entitled to a workspace and to the tools needed to complete your work. It means that you should have a chair to sit on, a desk to work at and a computer to type on. This entitlement, however, does not guarantee that you will have these things in your own personal office. Getting a personal office room is dependent on the availability of rooms. Sitting down all day to type and read can have many negative effects over time. Having a healthy workspace and work environment is crucial to avoiding sickness and injury. As an employee of Stockholm University, you have the right to the occupational healthcare services provided by the company Feelgood on behalf of our employer. You may book, without any approval from a manager, three visits or consultation per year with physicians, therapists and physiotherapists at Feelgood.

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

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

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

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

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

Additional information on occupational health care:

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

<https://www.su.se/medarbetare/anst%C3%A4lld/arbetsmilj%C3%B6-likavillkor/arbetsmilj%C3%B6/v%C3%A5rf%C3%B6retagsh%C3%A4ls%C3%B6v%C3%A5rd-feelgood-1.373188>

Supervision (Handledning)

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

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

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

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

Union reflections on being supervised and supervising:

<https://sulf.se/en/facts/supervision/>

Wage increases (Doktorandlönestegen)

Special regulations apply to the wage increases of PhD students. There are three levels of salaries that a PhD student can reach. For the salary, see link below.

<https://rb.gy/ylnwx>

These levels are based upon how far the PhD student has progressed towards is in regards to the completion of the doctoral degree. If an error has been made, that is, if a PhD student has qualified for the next level but not yet been moved up, the PhD student should receive retroactive payments.

The first level is the entry level and it is the pay which a PhD student receives upon beginning their employment. The second level is reached when the PhD student has completed 50% of their credits, including both course credits and credits from fieldwork and writing. The third and last level level is reached when the PhD student reaches 80% completion of credits.

When the PhD student reaches a new level, the supervisor should immediately sign the form at the link and leave it to the personnel officer at the department.

<https://www.socant.su.se/medarbetare/doktorandstegen>

Kommenterad [ZK1]: This leads to this page <https://www.su.se/socialantropologiska-institutionen/om-institutionen/intern>, the previous link shows the doktorandstegen.

About the wage levels at Stockholm University:

<https://www.su.se/medarbetare/r%C3%A5d-st%C3%B6d/hr-guiden/under-anst%C3%A4llningen/l%C3%B6nebildning>

About the Union Agreement (kollektivavtal) at Stockholm University:

<https://www.su.se/medarbetare/r%C3%A5d-st%C3%B6d/hr-guiden/under-anst%C3%A4llningen/avtal>

About PhD Student employment:

<https://sulf.se/en/facts/employed-as-a-doctoral-candidate/>

About Unions and Unemployment Insurance (A-kassa)

<https://sulf.se/en/facts/are-doctoral-candidates-entitled-to-unemployment-insurance-benefits/>

For foreign citizen PhD students:

<https://sulf.se/en/work-salary-and-benefits/foreign-citizens/non-swedish-doctoral-candidates-and-social-insurance-benefits/>

The Swedish Social Insurance Agency (Försäkringskassan)

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

<https://www.forsakringskassan.se/privatperson>

General information: <https://sulf.se/en/facts/compensation-during-illness/>

For foreign citizens: <https://sulf.se/en/facts/benefits-from-the-social-insurance-system-for-foreign-citizens/>

General information on social benefits in Sweden:

<https://www.forsakringskassan.se/english/moving-to-working-studying-or-newly-arrived-in-sweden/social-insurance-system>

The (digital) individual study plan (Den individuella studieplanen)

The individual study plan is a contract that regulates what and when things are to be done during a PhD student's employment. It is a binding agreement between the PhD student and the Department, where mutual requirements and expectations can be formulated. The supervisor and the PhD student should regularly check whether the studies are proceeding according to plan, as well as discuss whether necessary revisions must be made to the plan. The plan must be revised once every year, apart from any ongoing revision that may have occurred during the year.

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

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

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

If you find yourself falling behind in the implementation of the plan, it is important that you and your supervisor begin to discuss the reasons for this in good

time for you to get back on track. If you plan to spend part of your PhD studies abroad and/or to take courses abroad, make sure in advance that you can use those credits as PhD study credits by talking to the Director of Doctoral Studies and your supervisor.

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

The digital individual study plan can be found here:

<https://disp.su.se/select-login>

Departmental work (Institutionstjänstgöring)

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

Departmental work adds time to your term of employment. Your contract is therefore extended by the percentage of work you have performed for the Department. The usual arrangement is 20% or less of Departmental work within full time employment as a PhD student. This translates into around 9 months of extension for a 4-year employment. Working more than 20% is not allowed.

For many PhD students, Departmental work means being a teaching assistant on a course each semester or supervising bachelor theses. This is a good way of acquiring teaching experience, a merit that might be useful to have at a later stage of your career. Teaching and supervision are, however, not guaranteed and teaching opportunities can be fewer if you do not speak Swedish, since many of the Departments undergraduate courses are in Swedish and many undergraduate students write in Swedish. Since being a teaching assistant on one 7.5 credits course

per semester equals an activity level of 13%, a PhD student may be required to perform additional duties. One bachelor thesis supervision translates to 3%. These duties might be to act as the person responsible for the visual lab, or to fill the role as a Department's ombudsman.

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

Extension of PhD studies (Prolongation)

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

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

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

<u>Position</u>	<u>Template (number of days per year)</u>
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National/International work:	
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SFS DK/equivalent international association	
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Chair	40
Deputy chair	25
Board member	10

Stockholm University/Stockholm University Student Union:

Central PhD Council (Centrala Doktorand Rådet)

Chair	40
Deputy chair	25
Member	20

Faculty Council:

Chair	30
Deputy chair	20
Member	10

PhD Council:

Chair	15
Deputy chair	10
Member	2

University Work Committee (Universitetsorgan):

Chair	15
Deputy chair	2
Member	2

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

It is your responsibility to keep track and document your participation, no one else will do it for you. If you do not document your participation, you run the risk of never getting compensated for your efforts. If you are having trouble keeping track of your prolongation, bring your concerns to the PhD council.

About extensions (prolongation) and the model of calculation:

https://www.su.se/polopoly_fs/1.383945.1524834165!/menu/standard/file/Prolongation%20Rules.pdf

Seminars related to thesis manuscript

The thesis text shall be submitted twice.

I. Mid-way review

A text equivalent to half of the manuscript shall be submitted for a mid-way review, following consultation with the supervisory staff, where the department supervisors and researchers are invited to attend. One of the department's researchers reviews the manuscript and provides comments during the seminar. 50 credits are awarded following a pass grade in the seminar.

II. Final review

Once the supervisor has judged that the thesis manuscript is complete with all chapters in place, an external commentator will review the manuscript and provide comments at a final seminar. An internal group consisting of supervisors, other reading professors, and additional researchers will be present.

Dissertation defense and the Doctoral Degree

Your PhD studies will end in a defense of your dissertation. The process is slightly more complicated than simply handing in a manuscript, getting the approval of others, and then sending it to the printers. Certain responsibilities fall on the PhD student and his or her supervisors, other responsibilities on the faculty level and the

central bureaucracy at the university. Since a dissertation defense involves a number of practical concerns that span across the domains of several actors, it is important for the PhD student to review and be aware of who does what and when. Information concerning this process can be found in the links below.

About the dissertation defense in English:

<https://www.su.se/staff/researchers/dissertation-defence>

About the dissertation defense in Swedish:

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

A spreadsheet of the various responsibilities at hand:

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

Systems of Support

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

The PhD Council (Doktorandrådet)

The PhD council at our department represents a space where we, as PhD students, can discuss, inform and decide on issues that we find relevant. Within the council we share our experiences of supervision, our thoughts and ideas of what can be improved, and plan for how to achieve these improvements. It is a safe space in which to vent frustrations with everything, anything and anyone. The council is also the body that elects representatives to the Department board (Institutionsstyrelsen) and to the Supervisor committee (Handledargruppen). The council is also the

organizer of social events, most notably the DRÖL, a time for us to drink beer and wine with each other, alcoholic and non-alcoholic. Ideally, PhD council meetings should be scheduled once per month during the autumn and spring semesters, at least one week before the scheduled Department Board meetings.

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

General information about PhD councils:

<https://www.sus.se/doktorandrad>

See the following for further information: [Instructions for Student and PhD Student Councils](#)

PhD Council President: This person is the main point of contact for the PhD council for the department, the university and other organizations mentioned in this handbook. The president's role also includes scheduling the council meetings.

Vice president: This person is responsible for supporting the council president.

Representatives act as a voice for the department's PhD students in various other organizations and meetings, such as the Department Board (Institutionsstyrelse - IS) meetings, Faculty Council, and the Supervision Board. For every representative there is a stand-in in case the representative is unable to make the meetings.

Department Board Representative: This person sits in on the department board meetings. These meetings go over department operations, annual budget, and other concerns. Not to be confused with staff meetings which are attended by all staff members.

Faculty Council representative: For more information about how the faculty council works, [see here](#).

Supervision board representative: This person will sit in on supervision board meetings, mostly as a passive observer unless a shared concern is raised among the PhD cohort to be brought to the supervision board.

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

The PhD Student Ombudsman (Doktorandombudet)

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

More about the PhD Student Ombudsman:

<https://www.en.sus.su.se/ombud>

The Central PhD Student Council (Centrala Doktorandrådet/CDR)

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

More information about Centrala doktorandrådet:

<https://www.sus.su.se/centrala-raden/blog-post-title-two-jaj99>

The Director of Doctoral Studies (Studierektor för Forskarutbildningen)

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

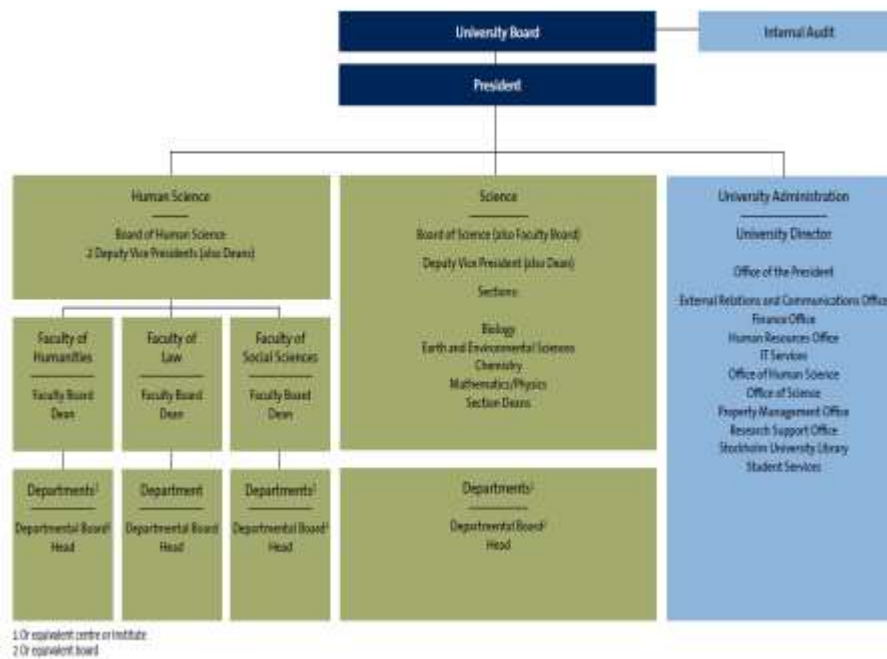
SULF's Association of Doctoral Candidates (SULFs Doktorandförening)

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

More information on SDF:

<https://sulf.se/en/sdf/>

Organization of Stockholm University



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

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

More information on how Stockholm university is organized:

<https://www.su.se/english/about-the-university/organisation>

Top decision-making bodies

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

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

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

Faculty of Social Sciences

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

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

Additional information on the Faculty Council of Social Sciences:

<https://www.samfak.su.se/english/about-us/2.22107>

The Department of Social Anthropology

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

Who does what at our Department

<https://www.su.se/department-of-social-anthropology/about-the-department/organisation?open-collapse-boxes=ccbd-phdcouncil>

Life outside of Academia

As anthropologists, we understand that settling into life outside of the Department involves more than reading a handbook. If you are new to Stockholm, or to Sweden in general, don't hesitate to put questions to your fellow PhD students. Many PhD students are from abroad and there is no need to reinvent the wheel. Navigating Swedish life and Swedish bureaucracy can be daunting even for natives, let alone for those who do not yet speak Swedish and have to figure out where to live, shop, and relax, on top of solving the mysteries of life in a 4 year PhD program.

General information on Sweden and Stockholm

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

<https://www.su.se/english/education/student-life>

News about Sweden in English:

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

Radio Sweden: <https://sverigesradio.se/radiosweden>

News in Easy Swedish:

<https://8sidor.se/>

<https://www.svtplay.se/nyheter-pa-latt-svenska>

<https://sverigesradio.se/radioswedenpalattsvenska>

Bureaucracy

Visas and Permits for non-EU citizens

If you are coming to Sweden from a country outside of the European Union and plan to stay for more than 90 days you will need an official resident permit card before you move to Sweden. You can apply for a resident permit in the Swedish Embassy in your country. The embassy will ask, among other documents, for an official letter of acceptance that must state the duration of your study and your monthly salary. You can get this letter from the head of the department of Social Anthropology. If you are intending to bring your family members (spouse or children), they are also expected to apply together with you and should get their own card too. It is the Swedish Migration Board in Sweden that decides on your application. The Swedish migration board will issue the resident permit card and send the card to the embassy where you applied. It is also better to bring your acceptance letter and birth certificate when traveling to Sweden since sometimes border agencies may ask for these docs.

Additional information regarding migration:

www.migrationsverket.se/info/start_en.html

<https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Higher-education/Residence-permit-for-doctoral-studies.html>

For after graduation: <https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Looking-for-work-after-studies.html>

Visas and Permits for EU citizens

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

Additional information regarding EU citizen residency:

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

Additional sites that might be helpful:

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

Swedish Tax Agency (Skatteverket)

When you move to Stockholm, you have to register your new address with the Swedish Tax Authority (Skatteverket). If you have never been a resident in Sweden you will get a Swedish personal number when you make your registration. This is an important number since it is used in many kinds of transactions and relations with authorities in Sweden. Not having a person number is close to being non-existent in the eyes of the Swedish state. Make sure that you still have a valid address for the time you are doing fieldwork in order to avoid having to re-register as a resident all over again and being asked to tax your money elsewhere.

The easiest way of registering is by visiting the Tax Authorities offices in Stockholm, where the staff can help you fill out the right forms. Once you have received your personal number in the mail, you can go back to Skatteverket to get an ID card for a fee of approximately SEK 400. On your first visit to the Tax Authority, you will need to bring your passport and certain documents according to your national affiliation, for instance your housing contract and acceptance

letter/contract from the university. If you don't have a housing contract, you need to have appropriate mailing address or contact details of the place you are living. Later on the tax office communicates with you and sends documents to your mailing address.

Every year during spring, Skatteverket will send you a document summarizing the total taxation on your income for the previous year. The document will be sent physically by mail but is also available online on their website. You can also download the app and declare through the app, this is typically the fastest way to do so. Declaring your taxes is not a complicated matter, unless you want to dispute some of the numbers in the document, it can be done online or by a simple text message.

For addresses and instructions, please consult the Tax Authority's webpage:

<https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html>

Electronic ID (BankID)

In order to access governmental services, payment services, and others that need you to verify your ID online, the nationwide solution is the 'BankID' application that can be installed on your smartphone. It will be protected by a 6 digit code of your choice. This is an electronic identification service that is offered by your bank, and accessed through it. Before you get it, you need to open a bank account and request the service through your internet bank. Among other things, the BankID allows you to log in to the Tax Agency website to review and declare your taxes, and is needed in order to enter your bank details into the university system in order to receive your salary directly to your account.

More information about BankID:

<https://www.bankid.com/en/>

Finding a place to live

Unless you are very rich, finding adequate housing will likely present itself as a major problem for you. Housing shortages are endemic to life in Stockholm and if you are

ever unsure of how to start a conversation with native Stockholmers, just complain about housing, or the lack thereof.

To have the best chance possible of getting a place to live it is essential that you start looking for place as soon as possible. If you are a person of high, or even medium standards, you might have to consider lowering them, at least initially. Perfectly located, reasonably prized, apartments are few and far apart. You might have to wait in a municipal queue for decades to even have shot at a rental in the inner city or a close suburb. In Stockholm, it is not unusual for young people to be “inneboende”, that is to rent a room with shared bath and kitchen, and both singles and families of all ages often rent out rooms in their flats/houses. Finding a place to live can often mean networking and asking friends and social media to help you out.

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

Stiftelsen Stockholms Student Bostäder:

It is helpful to join the student union as quickly as possible so that you can join the SSSB housing queue.

Waiting list and last minute offers.

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

Akademisk Kvart

Private housing directly aimed at students

<http://akademiskkvart.se/>

Blocket

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

www.blocket.se

Social Media

<https://www.facebook.com/groups/Lappis/>
<https://www.facebook.com/groups/216737588370455/>

University information regarding housing:

<https://www.su.se/english/education/student-life/housing-for-international-students>

Money

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

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

Stockholm University pays its employees through the bank 'Danske Bank.' In order to enter your bank account into the system and receive your salary, follow these instructions:

<https://www.su.se/staff/personnel/personnel-administration/salary-compensation>

Links to the four largest Swedish banks:

www.nordea.se

www.seb.se

www.swedbank.se

www.handelsbanken.se

Scholarships and additional funding

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

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

The Swedish Society for Anthropology and Geography (SSAG) also has scholarships for fieldwork for which PhD students can apply that are easily attainable. Discuss the amount you should apply for and your application with your PhD colleagues and your supervisor. More information on that Scholarship can be found here:

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

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

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

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

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

Additional information on costs and funding at Stockholm University:

<https://www.su.se/english/education/prospective-students/2.254>

Additional options for scholarships for foreign students:

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