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Social Science Doctoral Student
Council

Ph.D. and Post-doc guide for life at Lund University

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LINKS & NOTES

Email us: sdr@ldk.lu.se

Find us: <https://www.ldk.lu.se/your-organisation>

1. Introduction

There are a lot of new things to consider when you begin a PhD at Lund University, especially if you are new to the university or even the country! This guide aims to put lots of useful information into one place so it is there to refer back to during your studies. It is not fully extensive so there may be gaps and omissions. The guide is aimed at all new PhD students (especially those who may be unfamiliar with Sweden) at the Faculty of Social Sciences, so it will not focus on department specific details.

We have tried to provide mostly links to the English versions of websites – otherwise please look for the English button on the website or when there is no English version available help yourself with google translate or ask a Swedish-speaker for help.

2. The Faculty of Social Sciences and PhD courses

You have been admitted to the Faculty of Social Sciences. As of 2018, there were a total of 644 employees (full-time equivalents) of which

- 50 professors
- 376 other researching and teaching personnel
- 100 PhD students
- 118 tech/administrative staff

and about 5557 students. The education and research activities are carried out at ten departments and two centers, based in central Lund and Helsingborg. The Faculty of Social Sciences offers a wide variety of faculty joint PhD courses ranging from methods courses, research ethics and courses in theory of science. Some of the courses are open to both PhD students and master's students. From 2020 it is obligatory to take a course in research ethics. Check your department's general syllabus for further requirements. The course "Kickstart to academic life" is offered each autumn term to provide PhD students with generic knowledge on how to conduct their PhD, especially concerning information management and publication processes. The Faculty of Social Sciences organizes an introduction day for new PhD students in September each year, which is an excellent opportunity to meet other incoming colleagues and get to know expectations and opportunities for PhD students at the faculty level. The office for the Faculty of Social Sciences administration is in the Gamla Kirurgen building at Sandgatan 13A, Lund.

Information about our Faculty on the web:

[Faculty of Social Sciences](#)

[Faculty of Social Sciences, contacts.](#)

[Internal Faculty of Social Sciences.](#)

[Faculty Organization](#)

[Faculty information on PhD studies](#)

[Faculty information on PhD studies, more detailed internal website.](#)

[Faculty PhD courses](#)

3. Who we are and (PhD) student representation

This guide is compiled by the SDR working committee. The SDR is the Social Science Doctoral Student Council, i.e. the PhD student representation at faculty level. Our working committee

currently consists of two co-chairs and a secretary. All of us are PhD students from different departments at the faculty and we work with different issues important for PhD students, like for example quality of PhD education, teaching opportunities, language issues and equal working conditions. We also organize social events for PhD students at the Faculty. We hold monthly meetings from September through June, to which all PhD students at the faculty are very welcome. Coming to SDR meetings offers you a great opportunity to get to know PhD candidates from other departments all while making sure your voice is heard on important matters for PhDs at the faculty.

There is of course PhD student representation at other levels as well. All departments and units have their own PhD student representative(s) and there is representation at university level through Lund's Doctoral Student Union (LDK). SDR is a part of LDK and sends representatives to its governing assembly and board. By joining LDK you do not only strengthen the voice of your representation, but can also profit from various discounts like travel discounts (including Skånetrafiken) through the student card (STUK) you obtain by joining. The membership costs 150 SEK per semester.

When joining you can choose to also become a member of Studentlund and thereby join a student nation (this membership costs extra). This membership gives you some extra benefits like the right to queue and apply for housing from AF Bostäder. Studentlund is the overall provider of the Student Card and the mother organisation of all student life in Lund.

The undergraduate union at the Faculty of Social Sciences is called SAMVETET and the overall student union for the University is called LUS. All undergraduate student unions from the different faculty and LDK are members of LUS.

[Join the SDR Facebook group and stay connected.](#)

[Considering becoming a representative yourself? Here are all the available positions within SDR.](#)

[LDK Website](#)

email: ldk@ldk.lu.se

[Join LDK.](#)

4. Technical details about your employment

During your time as a PhD student you have to complete 240 higher education credits, a specified amount of which are for courses (around 60 credits, depending on your discipline). In full time, it is expected to take 4 years to complete your PhD, but if you take on other responsibilities such as teaching, departmental duties or doctoral student union work you can get prolongation. You are also eligible for prolongation for sick leave, parental leave, taking care of sick children and training in teaching amongst others.

Dependent on how you are employed (grant or doctoral studentship) and which department employs you, you will be paid a different salary so these details will not be discussed here. If you have any questions speak to the finance team and/or HR person at your department.

5. Sick leave

Doctoral students, like all other staff, are entitled to sick leave, parental leave and leave to care for a sick child. When ill, you should notify your head of department and administration and report your absence in SSC Primula. Upon starting your employment, an administrator in your department should show you how that is done. If you are ill for more than 7 calendar days, you must submit a copy of a doctor's certificate to your head of department. Notably, during the covid-19 pandemic (currently until April 30 2021), this period is extended to 21 days. Once sick leave is reported, Statens servicecenter (the National Government Service Centre) reports your illness to

Försäkringskassan (the Swedish Social Insurance Agency). More information about sick leaves can be found on [LU Staff pages](#) and Försäkringskassan's website.

Reported sick leaves are ground for prolongation of PhD studentship. This includes all sick leaves, even if a doctor's certificate is not needed. So it is important to report sickness, whenever you feel symptoms of either physical or mental health issues. Note that you can always take sick leave of up to 7 days without doctor's certificate for either physical or mental health issues. It can be difficult to understand what symptoms indicate mental illness. It can be signalled if the symptoms persist and for example affect your sleep, make you work less effectively, etc. If you are experiencing or feel at risk of mental health issues related to your work environment, you should contact the [Occupational Health Service](#) for advice. If you have symptoms of mental health issues that are not related to your work environment, you can seek help at your local healthcare clinic (vårdcentral).

For more information about the Swedish health care system and how to register at a healthcare clinic, see 13. Healthcare

[More information about sick leave on Staff pages.](#)

[Information on Occupational Health Service on Staff Pages.](#)

6. Doctoral Ombudsperson

The Doctoral Student Ombudsperson (DOMB) is mandated to assist doctoral students at Lund University when they run into challenges concerning third cycle studies. No matter how small or how serious the problem is you can get support from the DOMB at no additional cost.

The DOMB is sworn to secrecy ([You can read the DOMB's Confidentiality and Data Handling Policies here](#)). Nothing will be conducted in your case without your consent. The concrete

work of the DOMB is documented annually in [the DOMB Case Report](#).

The DOMB is a service provided by Lund's Doctoral Student Union (LDK) in special agreement with TLTH.

Need help?

[Check your doctoral student rights, or connect with your doctoral student ombudsperson and your doctoral student safety officer here.](#)

Email-address of the DOMB: domb@ldk.lu.se

7. Individual Study Plan

It is compulsory to establish an individual study plan (ISP) after your arrival, and update it at least once per year.

This effectively becomes a contract between you and your department about amongst others the progress of your thesis work, which departmental responsibilities and other assignments you will take and which resources the department places at your disposal whilst a PhD student. It also keeps track of how many credits you have completed and which courses you plan to take.

SDR plans to regularly organize a workshop together with the doctoral ombudsperson (DOMB) on how to complete your ISP. If you need advice, turn to your supervisor, director of studies, (vice-) head of department or fellow PhD students.

It is important that you establish and update your ISP, since this is the document to fall back onto in case of conflict.

[Information about individual study plans and the ISP system can be found at the faculty webpage.](#)

8. Work & residence permits

Swedish Migration Board (Migrationsverket)

You apply to the Swedish migration board for a work permit or residence permit if you are a non-EU/EEA citizen. You must also apply for any family members you wish to bring with you.

Citizens of some countries are required to have an entry visa for travel to Sweden. If you need an entry visa, you should contact the Swedish embassy or consulate in your country or region as soon as you get a decision from the migration board, to apply for a residence permit card, with which you can travel to Sweden.

If you do not need an entry visa, then you can travel to Sweden without such a card but can obtain this after you have arrived in Sweden from the migration board.

Helpful tips:

- These applications can take a long time (up to 1 year) - check the website of the migration board for current waiting times.
- Your permit cannot last longer than the expiry date on your passport.
- Each member of your family will be processed individually – make sure that all documents for all individuals are in order.

You can apply for visa/residence permit online via the fast track page:

- [Swedish Migration Board – studying and researching in Sweden](#)
- [Swedish Migration Board – working in Sweden](#)
- [Swedish Migration Board – permits for a family member of a person who has a work permit](#)

9. Registering in the Swedish population register

Swedish Tax Agency (Skatteverket)

If you plan to live in Sweden for 1 year or more, you need to register in the Swedish Population Register (folkbokförd). To do that you notify the Swedish Tax Agency (Skatteverket) that you have moved to Sweden. This can be done by visiting one of their service offices (servicekontor). It is advisable that you fill in the necessary form online through the function “Move to Sweden” before your visit. You will need to indicate your current address in Sweden – please make sure that you are able to receive mail at this address (if you move later on after your registration is completed, it is easy to change this address). Do not forget to bring all the necessary documents as originals for your visit. As an EU citizen these are:

- **Passport or national ID card.**
- **Documents showing that you are employed and working or will be working in Sweden (usually your “Anställningsbeslut”).**
- Unless you are unmarried: Documents showing your civil status (unmarried, married or a registered partner, widow/widower, divorced), e.g., marriage certificate.
- Birth certificate(s), if you have children.

As a non-EU citizen, you will need to bring your Swedish Residence permit card instead of documents showing your employment. To make sure you have all the necessary documents please check the Tax Agency’s website (the first website in the right column contains a click-through decision tree on which documents you need to bring according to your specific situation).

Should you have difficulties with any of these steps, the staff members at the Tax Agency are glad to help you (they can help you in English), also with filling in the application forms.

Once you are registered you (and your family) will receive a Swedish personal identity number (please note that this can take 2 months), which consists of your birth date and 4 digits (yyyymmdd-nnnn). You need this number for tax purposes and healthcare, but even beyond that, it is of crucial importance for a multitude of aspects of daily life in Sweden. If you will not move to Sweden (but instead choose to live in Copenhagen for example), you will not receive a personal number, but will instead need to receive a coordination number (samordningsnummer). Your department will help you to apply for a coordination number.

[The Swedish Tax Agency has gathered all information about moving to Sweden on this webpage.](#)

Move to Sweden **form**:

https://www1.skatteverket.se/fhxp51/inv_anm/valkomstsida

Lund's service office is at Stora Södergatan 45. [Find other service offices and opening times on this webpage.](#)

[This website provides a good reference point for all the legal and administrative issues you'll need to handle if you intend to live in Denmark and work/study in Sweden.](#)

10. Swedish Identity Card

Swedish Tax Agency (Skatteverket)

Once you have received your personal identity number through physical mail (!), you can get a Swedish identity card. You will need this for example to open a bank account and pick up medication from pharmacies. However, please note: You cannot use the Tax Agency ID card instead of a passport when you travel overseas. The Tax Agency ID card is only valid in Sweden.

Steps to apply:

- You must pay **an application fee of 400 SEK** to the Swedish tax agency.

- **Prepare the documents you need to take:**
 - Printed copy of receipt / bank statement for application payment
 - Passport (national ID cards are not accepted)
- You will need to **visit an office** of the Swedish tax agency. Be aware that not all of the Tax Agency's service offices issue ID cards (the one in Lund does not) and that it is best to make an appointment!
- **Assessment** at the Swedish tax agency. A staff member will check your documents for eligibility, measure your height, and take a photo.
- **Collect your ID card.** It usually takes around 2 weeks for your ID card to be ready, but it can be longer if it is a particularly busy period or any information is missing. Once the ID card is ready, you will receive a letter from the Tax Agency. Save the letter and take it with you when you collect your ID card.

Helpful tips:

- You need to apply for each member of your family individually (if they are age 13 or over).
- If you should lose your identity card, you must call the following number without delay in order to block the card and prevent it from being used by anyone else: +46 (0) 20 32 32 62.
- If your card is stolen, you must also report this to the police.

You can read **more information on the Swedish ID card** and how to apply for it here:

- [Swedish Tax Agency – ID Card](#)
- [Swedish Tax Agency – ID card application conditions](#)

- [Swedish Tax Agency – Identity card for people registered for population purposes in Sweden](#)

The closest **service office that issues ID cards** is at Kattsundsgatan 7, Malmö.

[Find opening times, make an appointment and find other service offices at the Swedish Tax Agency that issues ID cards.](#)

11. Open a bank account

At some banks it is possible to open a bank account without a personal identity number, but this account will have limited functionality (e.g. you will not be able to receive your salary into this account and will not be able to use BankID). It is possible to connect such a bank account to a personal identity number later on by showing the bank your Swedish ID card.

The electronic BankID provided by your bank is used to log in to your online banking, but also to access a variety of public services like your tax declaration at the Tax Agency's website. Having a BankID will make your life in Sweden much easier.

To open a bank account you need the following:

- Personal identity number (personnummer)
- Swedish ID (see above)
- Your current address in Sweden
- Residence permit & passport (if applicable)
- You may also need a copy of your contract of employment/ scholarship/ stipend at Lund University

Helpful tips:

- Ask your bank for more information on how to get started with BankID.
- Swish is a mobile payment system used by many people in Sweden. With Swish you can easily and instantly send money to other private individuals but also many

companies with your smartphone. Ask your bank on how to get started.

- There are several ways to make payments through your bank account. If you want to send money to private accounts, you will use the transfer (överföra) function, while most bills are paid through a separate payment (betala) function using either plusgiro or bankgiro. All the necessary information for this is specified in the bill, which usually also includes a pre-filled payment form. Do not forget to state the specified OCR-number. If you need to make a regular payment, you might consider using digital invoice (e-faktura), which comes directly into your online banking, or automatic withdrawal (autogiro). Both of these are offered by many payment recipient.
- Employees at Lund University receive their salary usually on the 25th of each month. If you have a bank other than Nordea, you need to fill in a form for Nordea with your bank details for automatic transfers of your salary. Your department will help you with this.
- All banks are closed on weekends and public holidays.

Banks in Lund:

Handelsbanken, Stora Södergatan 15, Lund 222 23

Handelsbanken Lund Ideon* Scheelevägen 19, 223 70 Lund

Nordea*, Stora Södergatan 2, Lund 222 23

SEB Lund, Kyrkogatan 1, Lund 222 22

Sparbanken Skåne, Kyrkogatan 9, Lund 222 22 or Scheelevägen 27, Lund 223 63

** Note: Handelsbanken Ideon is known locally for treating internationals in a friendly way. However, Nordea is still better for doctoral student employees and post-docs employed by Lund because Lund works with Nordea for their payroll.*

12. Driving licence

Swedish Transport Agency (Transportstyrelsen)

If you have a driving license issued in a country within the EU/EEA you may continue using your driving license as long as it is still valid.

If you are a non-EU/EEA citizen, your driving license is not valid in Sweden if you have been registered here for **more than 1 year**. After which you must apply for a Swedish driving license.

Driving License Permit

A driving license permit is needed in order to take driving lessons and driving tests in Sweden. When you hold a driving license permit and take driving lessons, you must always be accompanied in the car by an authorized instructor. The driving license permit is not the same as a driving license.

Driving License

You must take risk training (riskutbildning), pass a theory test and practical driving test to obtain your Swedish driving license.

Helpful tips:

- In order to be granted a driving license permit you must have a personal identity number.

For more information about how to apply visit:

[Swedish Transport Agency – taking my driving licence.](#)

[Swedish Transport Agency – if you already have a driving licence.](#)

13. Healthcare

Försäkringskassan and more

Vaccinations

You will not need any special vaccinations before traveling to Sweden. However, if you are planning to do any clinical work, you should make sure that you are vaccinated for Hepatitis B and tuberculosis, and have been MRSA tested.

EU/EEA Countries - European Health Insurance Card

It will be helpful if you bring your European Health Insurance Card (EHIC) from your home country as proof of insurance, even though you will be insured in Sweden once you have registered with the Tax Agency and received your Swedish ID card. European citizens travelling within the European Economic Area (European Union, Norway, Iceland, Liechtenstein and Switzerland) can obtain a European Health Insurance Card (EHIC) free of charge. EHIC facilitates access to medical treatment that the card holder may need while staying temporarily in another member state and guarantees reimbursement of medical costs. After your registration with the Tax Agency, you can apply for an EHIC from Försäkringskassan for free, if you are an EU/EES-citizen.

Occupational Health Services / Företagshälsovården (FHV)

All LU employees have access to the Lund University Occupational Health Services. You can arrange to have an inspection of your office done to see if you need new office furniture or a new arrangement to reduce workplace injuries. If either physical or psychosocial issues in your work / study environment are already impacting your health and well-being in ways impacting your ability to work, please immediately contact both the doctors at your local Vårdcentral, as well as the medical doctors or psychologist at the occupational health service.

Register for healthcare:

Once you have received your identity card/ personal number, you need to register at a local healthcare center (Vårdcentral). There are a number to choose from in Lund but they are very similar in terms of fees and booking procedures. This is where you will go for all routine healthcare.

Usually you will be automatically assigned a vårdcentral, but you should check this and you are able to change vårdcentral as well. This can be done either through a form or online by logging in with your BankID at [Vårdguiden 1177](#).

Women will also be assigned a women's health center / antenatal center (kvinnohälsa / barnmorska), where you will be called for a pap smear (Cellprov) every three years. You can also change this assignment.

For small children there are separate clinics – Barnavårdcentral, BVC, which will call your children in for regular check-ups. You can change your assigned BVC.

FOR EMERGENCIES DIAL 112

Medical information hotline

The Swedish medical information hotline (dial 1177) is available 24/7. You can call it if you are not sure where, or if, you need access to healthcare. Experienced medical staff will give you advice, available in English and other languages if needed.

Dental Care

Dental care is not a part of the Swedish general healthcare system (except for children and young people aged 0-23). Therefore, you will, need to register with a dentist as well. The Swedish dental service (Folktandvården) is one option, or there are also a large number of private clinics in Lund. Dental care costs are partially subsidized by the Swedish government for everyone with a personal identity number. Folktandvården offers Frisktandvård, whereby almost all treatments become free and

you instead pay a monthly sum. The height of this monthly sum depends on your dental health category, which you will be given after an initial assessment of your dental health.

Children and young people until the age of 23 are treated for free and will be called for regular check-ups after they are registered at a dental clinic.

[On this webpage you find more information from Lund University on healthcare insurance for international staff.](#)

[Försäkringskassan – moving to, studying or newly arrived in Sweden.](#)

[Information on the European Health Insurance Card.](#)

[How to order a European Health Insurance Card \(in Swedish\).](#)

[Find Lund University Occupational Health Services on this webpage.](#)

[Information from Region Skåne about registering for health care.](#)

14. Housing

Before arrival in Lund or Malmö, you are highly recommended to secure housing. Your host department might be able to assist you in finding accommodation so please contact them first. The housing market in Lund and Malmö is quite competitive, so it is advised you take the time to find a place to live.

In Sweden, it is very common to put yourself on a waiting list or “housing queue” for rented housing. It may be a good idea to make these applications when you arrive, even if you have found a temporary solution, in case you decide to move again at a later point. However, average waiting times for rented accommodation in Lund through the LKF housing queue are between 5 and 10 years.

Therefore, you will need to find housing through other means in the meantime. It is rather common to sublet apartments or houses “second-hand” (andra hand). Usually these sublets are time-

limited up to a maximum of 2 years. See helpful links for finding second-hand contracts to the right. Blocket is probably the most commonly used platform – you can also post a search advert (category “önskar hyra”) there.

Use your common sense when applying to advertisements, there have been occurrences of scams. If something sounds too good to be true, it probably is. Do not sign any contracts before visiting an apartment, do not send money abroad using Western Union, etc. It is recommended that you do not pay more than one month’s rent as a deposit.

It is also possible to buy both apartments and houses. Most of these are sold as bostadsrätt (~ Housing Cooperative) – a unique Nordic legal form between renting and buying. Find accommodation for sale and past selling prices on Hemnet: <https://www.hemnet.se/> Since you need a Swedish personal number to be able to buy housing in Sweden, this is usually not possible for you upon arrival and we will not cover it further here.

Here is a list of housing providers that offer first-hand rent contracts in Lund, Malmö and vicinity, that might have shorter waiting times than LKF (note that they all have different practices on how to apply for housing, a lot of them also have some sort of queue):

- [Hagagruppen](#)
- [Boplatssyd](#)
- [Kanslihuset](#)
- [Stadsbostader](#)
- [Heimstaden](#)
- [Willhem](#)
- [Bertlandsfastigheter](#)
- [vita Örn](#)

- [Henning Persson Forvaltnings AB](#)
- [Larsson fastigheter](#)
- [Pegasus fastigheter](#)

Helpful tips:

Find second-hand furnishings and household items:

- [Blocket](#)
- [Facebook group for selling and buying stuff in Lund](#)
- [Facebook group for selling and buying stuff in Vildanden, Lund](#)
- [Facebook group for buying and selling stuff in Malmo and around](#)
- [Facebook group for Free/exchange/sale/buy/rent stuff for Malmo and nearby](#)
- [Facebook group for Lund, Give and take](#)

Insurance

If you are renting accommodation you will also need to take out home insurance (Hemförsäkring) to cover your personal items. This is in case of burglary, fire or water damage, etc. Most rental contracts require you to show proof of this insurance.

You can sign up for home insurance online or by visiting the office. Here we list some of the more common ones:

- [IF insurance](#)
- [Trygg-Hansa](#)
- [Länsförsäkringar](#)

Accommodation for everyone: These websites can be used by anyone looking for accommodation.

- [Blocket](#)
- [BoPoolen](#)

These Facebook pages can also be good resources for accommodation:

- [Lund Apartments for Rent](#)
- [Expats in Malmö](#)
- [Kollektiv i Lund](#)
- [Kollektiv i Skåne](#)

Accommodation for PhD students:

AF Bostäder

While you are studying and a member of Studentlund (see 3. [Who we are and \(PhD\) student representation](#)) you can apply for accommodation to AF Bostäder. You can already do this before starting your position. While queues are considerably shorter than for LKF, you may still be in queue for 1-2 years (exception below). Please be aware, once you finish studying you must leave your contract.

AF Bostäder does a lottery for newly accepted (PhD) students, which gives you a chance to receive housing through them right away. [Read more on AF Bostäder's webpage.](#)

Municipal housing queues

Register yourself in the housing queues run by the municipalities. Here are two examples nearby:

LKF – Lund kommun

MKB – Malmö kommun

Living in Copenhagen

Certain restrictions apply if you wish to commute from Denmark. [The Öresund direkt website gathers some helpful information on this.](#)

15. Daycare & schools and moving to Sweden with children

Preschools (Förskola, 1 – 6 years)

Sweden has a very high percentage of children attending preschool. Preschool is subsidized, but you will still need to pay fees for a place at a preschool. Due to subsidization the

maximum-fee is relatively low. Preschools are usually open between 06:00 and 18:00 during the week.

Preschool Class (Förskoleklass, 6 years, F)

In Sweden in the summer of the year children turn 6, they start their compulsory 10-year school attendance with the preschool class. It is also sometimes called the school introduction program. In the preschool class, the children prepare for school before starting year one. Usually the preschool class is at the same school, where the child will continue with year one and a couple of years more depending on the specific school.

Compulsory School (Grundskola, 7 – 16 years, 1-9)

All children in Sweden must go to compulsory school for ten years. This is stipulated in the Swedish Education Act and is called compulsory school attendance. Every school year has an autumn semester and a spring semester. Some schools cover all classes from F to class 9, but it is more common that there are separate schools for younger and older pupils.

High School (Gymnasium, 16-19 years, 10-12)

After compulsory school, there is the possibility to attend upper secondary school, called gymnasieskola / gymnasium, which usually lasts for three years. It is elective, but has around 99% enrolment rate. Completed gymnasium education is required to be able to study at university. There are 18 national programs to choose from with different thematic focus. The programs are either with a vocational or preparatory focus.

After-school Care (Fritidshem / Fritids, years 6-12, F-6)

Children aged 6 to 12, whose parents are working or studying, have the right to go to an afterschool recreation center before and after school. This is often in the same building as the school.

Playgroups

BOLLKUL - Semi-organized play for parents & kids 1,5 to 5 every Sunday morning in Eoshallen. [Read more information in Facebook group.](#)

There are two free "open preschools" (öppna förskolor) in Lund. You can attend these with your children (under 6 years of age) at different times during the week. Great for socialization – kids and parents alike! [Information on open preschools is found on Lunds kommun webpage.](#)

There are also many churches, e.g. Pingstkyrkan, that host baby cafés, which operate similarly (you do not have to be a member or attendee of the church to participate).

Tips and helpful info:

Get your Swedish personal numbers (for each member of the family) as soon as you can when you arrive. This will help with a lot of governmental programs in Sweden.

When you move to Sweden with children, you will need to fill in a form about whether you are eligible to be insured through Försäkringskassan (which you usually are). They will contact you once you have received your Swedish personal numbers, but you can also find the information here:

You should also, as soon as you get your Swedish personal numbers, apply for the "child allowance" (barnbidrag). It can take a long time to be approved for this, so apply asap:

Register your kids at a BVC. This is where they will go to be checked on when they are NOT sick (like annual wellness exams, vaccinations included in the Swedish program, development check-ups).

If your kids (or you) are sick, you will have to go to a vårdcentralen (health care center), to which you registered previously. There is also a pediatrician center (Barnläkargruppen) at Sparta in Lund, where you can call in the

morning to make an appointment for the day, if your child is sick. There is also an evening and weekend health care center (kvälls- och helgmottagning) close to the hospital called Getingen.

If it is not a medical emergency, call 1177 for the national Swedish medical phone line, to get medical advice.

If you don't have your Swedish personal number yet, you can still go to a vårdcentralen. Take your residence permits (cards, paperwork) with you to streamline the process.

[Information on preschools in Lund.](#)

[Apply for a place in a preschool in Lund.](#)

[Information on preschools in Malmö.](#)

[International preschool in Lund.](#)

[Information on primary schools in Lund.](#)

[Information on upper secondary schools in Lund.](#)

[Information on primary schools in Malmö.](#)

[Information on upper secondary schools in Malmö.](#)

International Schools

- [Bilingual Montessori School of Lund](#)
- [Lund International School](#)
- [Internationella Engelska Skolan](#)
- [Malmö International School](#)
- [Bladins International School of Malmö](#)
- [Malmö Borgarskola, IB](#)

[Register with Försäkringskassan on their webpage.](#)

[Apply for child allowance on Försäkringskassans's webpage.](#)

[Choose BVC on 1177 webpage.](#)

[Pediatrician center at Sparta.](#)

[Information on evening and weekend health care center.](#)

16. Language courses

If you are not a Swedish speaker, the university offers courses in Swedish called “Swedish for university staff” (SFU). There are courses for beginners as well as for intermediate and advanced learners. The costs of the courses are covered by your department. Send in the registration form (to be found on the website linked to the right) through the university’s internal mail as soon as possible.

Some departments also cover courses outside the university at e.g. Folkuniversitetet – contact your head of department about this.

Another possibility is to take one of the municipality’s free Swedish courses for immigrants (which is a part of the Swedish for immigrants (SFI) initiative). The main provider in Lund is Komvux. Contact LundaVälkomsten for information on this and to be assessed regarding the best suitable course for you. They also offer courses after you have finished SFI-level (which is roughly between B1 and B2 level). The classes within Komvux can be more flexible, since they for instance offer distance learning.

[Information on Swedish for University staff \(incl. information on the different levels and how to apply\).](#)

[Information on courses at Folkuniversitetet.](#)

[Information on the municipality’s free SFI courses.](#)

17. Swedish holidays

If you have moved to Sweden from abroad, the bank holidays (or röda dagar in Swedish, literal translation = red days) will be different to those you are used to. These are days you are not required to work, and will explain why your department might be very empty on these days.

Usually, departments will be emptier during school holidays as well, but you will need to take vacation days, if you do not want to work during these times.

[See the university webpage on holidays for the most up to date information.](#)

18. Tips to beat social isolation and further help for internationals

[Lund University publishes information about major events held at the University.](#)

[Language Cafes, see information on their Facebook page.](#)

[Kulturbro - Intercultural Afterwork and Language mingle](#)

[International Citizen Hub \(also includes amongst others tips for spouses moving to Sweden with you\).](#)

[International Citizen Hub on Facebook.](#)

[International Desk at Lund University.](#)

[International Desk at Lund University on Facebook.](#)

[Folkuniversitetet \(link for whole Sweden!\)](#)

[Folkuniversitetet Malmö, Lund and Trelleborg on Facebook.](#)

[Facebook group on Hiking around Skåne.](#)

[Facebook group: Creative Mornings Malmö](#)

[Meetup groups.](#)

19. Practical information for employees at Lund University

Some of these only apply to contracts where you are employed at the university, not for scholarship / stipend holders

PhD Students as Employees AND Students

PhD students with a doctoral studentship have a unique double role of being both employees and students. Mostly, PhD students

benefit from this double role as they can profit from benefits out of both worlds. However, sometimes these two roles can also create tensions and conflicts, since they also entail different expectations and responsibilities. Do not hesitate to ask for help in these cases – from your supervisor(s), your department, your department's principal health and safety representative and from the DOMB (see above).

Income Declaration

It is very important to remember that you are responsible to send your income declaration to the tax agency (Skatteverket) every year by the **beginning of May**. The easiest way to do this is online or by text message. You will be sent the prefilled declaration and most of the time you do not need to change anything about this. One notable exception to this is if you in your first year of arrival earned 90% or more of your taxable income in Sweden.

[More information about declaring taxes is found on Swedish Tax Agency webpage.](#)

Swedish Public Employment Agency (Arbetsförmedlingen):

We recommend that you register for unemployment insurance (A-kassa), in case you become unemployed for a period of time or go on sick leave. Most academics choose to register with Akademikernas Arbetslöshetskassa (AEA). Most trade unions offer benefits connected to a-kassa, so it is advisable to register a-kassa through your union.

[Swedish Public Employment Agency \(Arbetsförmedlingen\) webpage.](#)

[Akademikernas Arbetslöshetskassa.](#)

Swedish Social Insurance Agency (Försäkringskassan)

If you work in Sweden for more than 1 year you are generally entitled to residence-based benefits. Examples include child allowance and housing allowance. Benefits also includes

pregnancy benefits and parental benefits, like compensation for caring for a sick child.

[Försäkringskassan's webpage.](#)

Swedish Pension Agency (Pensionsmyndigheten)

As a government employee in Sweden you will receive a pension from several sources. You will receive a basic pension from the Swedish National Government Employees Pensions Board (SPV), as well as a special government employee pension. You may also wish to have a private savings scheme. It is important to inform the agency if you are leaving Sweden, otherwise they will not be able to transfer your Swedish pension when the time comes.

[Pensionsmyndigheten's webpage.](#)

LU Health Promotions

As an employee at Lund University, you can visit your doctor during working hours. In the event of medical treatment, you can receive reimbursement of certain costs from the University. You may also receive reimbursements for prescription medication.

You are also reimbursed for the cost of simple and relatively inexpensive health-promoting activities, for example dance courses, gym and sports activities. The maximum total amount is SEK 1 870 (as of 2020).

You may also be able to get your eye test appointment reimbursed if you need to use glasses for computer work.

[For other work related issues you can also contact occupational healthcare.](#)

[More information on benefits on Lund University staff pages.](#)

[Information on health promotion reimbursement on Staff pages.](#)

[Information on glasses for computer work on Staff pages.](#)

Fitness Centers

With your student card (see section 3 above) you will get student discount prices for all of these:

- [Gerdahallen](#)
- [Fitness 24/7](#)
- [Actic \(some of their centers have swimming pools\)](#)

Lucat ID and LU Card

As soon as you are in the administrative system and have a LUCAT ID, [you need to go to one of the university libraries to get an LU card \(this can only be done at certain libraries\)](#).

This card will serve as a keycard to access university buildings and the rooms in them, to which you have permission to access, which apart from your office usually include teaching and conference rooms. It will also serve as your library card and copy card. When you get your card, you will be sent a four digit code that will be used as a pin code both for entering the building and checking out library books.

Logging into your computer with your LUCAT ID and inquiries about phones & computers in your office, or in a classroom

Your department will help to set you up initially, should you encounter any issues later on either call or email the LU Servicedesk (aka "LDC"). They are open Mondays through Fridays 8-17.

LU Servicedesk

Tel. 046-222 90 00

Servicedesk@lu.se

LU Libraries

There are many resources available to PhD students offered by our libraries – especially regarding research databases and access

to university libraries across Sweden. Contact the libraries directly for more information. They are happy to help you with a multitude of issues around writing and publishing as well.

[The faculty's library is Sambib.](#)

[You can see a full list of university libraries and their hours here.](#)

Publishing Fees

This might become important later on: In case you plan to publish in an open access journal and have to pay a publishing fee you can get half of the costs through Lund University Libraries. [Find more information here.](#)

LU official New Staff Orientation Guide:

[Information for new employees.](#)

[Welcome to Lund University for international staff.](#)

Help purchasing equipment or tools with invoices through Proceedo

Contact your departmental financial officer (ekonom) or HR coordinator.

Help registering for Vacation / Holiday time using Primula SSC

Contact your departmental HR coordinator.

Help with reporting teaching & supervision time (as prolongation time for your PhD)

Contact your departmental Director of (PhD) Studies.

Help on finding the eligibility of external course you want to count towards your PhD

Contact your departmental Director of (PhD) Studies.

20. Business travel and insurance while travelling

Egencia and Kammarkollegiet

Booking Business Trips via Egencia

When doing work-related travel, you should book all trips, accommodation etc. through Egencia (unless they are not able to book this for you). You can either email them, call them or book directly yourself through their website (see to the right). Before being able to book online, you need to create a customer profile with Egencia.

In order to do that you send an email to customer_service@egencia.se asking them to create a customer profile for you and include the following information:

- Full Name:
- LU-email-address:
- Cell phone:
- Billing entity: Department ... / Lund University
- Cost Center:

It usually only takes them a couple of hours. Afterwards you can easily login with your Lucat-ID to their website and book all travelling online.

[Information about travelling as staff at LU can be found here.](#)

[Information about Egencia.](#)

Insurance

When you go on a business trip representing the University, you are covered by Kammarkollegiet's business travel insurance. Extra cover (for e.g. the USA or Russia) is available through the Diners Club TAC travel insurance policy. If you are abroad for an extended period, different rules apply.

You must take the Swedish State Business Travel Insurance Certificate with you as proof that you are covered by Kammarkollegiet's business travel insurance.

[Information about LU's Business Travel Insurance.](#)

21. Trade unions / employee organizations

We advise PhD students to join a trade union as soon as possible (see the three possible options below). The trade unions deal with employment issues you may encounter during your PhD employment, but only if you are a member.

Note: Most of these employee organizations include senior faculty as members, which can create a serious conflict of interest should you need to be in negotiations with the employer. LDK advises that doctoral students first take contact with the doctoral student ombudsman (DOMB).

Membership in a trade union / employee organization gives you access to their offers like lower cost home insurance, member discount plans on bank loans, career and legal services.

[***ST \(= The Union of Civil Servants\)***](#)

LU division visiting address: Lilla Gråbrödersgatan 1B, in central Lund. Contact them at st@st.lu.se

[Information about the local LU division of ST.](#)

[Information about PhD student membership.](#)

[Become a member of ST.](#)

[***Läraryrbundet \(the Swedish Teachers' Union\)***](#)

Visiting Address: Stora Södergatan 47, Lund

Contact them:

Telephone: 046-359 57 35 (Lund)

Telephone: 0770 - 33 03 03 (work days)

Email: lararforbundet@lund.lararforbundet.se

[Läraryrskommitténs LU website.](#)

Everyone who is a teacher, a student counsellor, a careers officer or a principal as well as everyone who is a teacher student and a PhD student is welcome to become a member of Läraryrskommittén

[More information in Swedish.](#)

[Become a member of Läraryrskommittén.](#)

SULF / Saco-S (The Swedish Association of University Teachers and Researchers)

LU local contact for SULF is via Saco-S: kansli@saco-s.lu.se

Telephone: 046-2229364

[Local LU SULF association.](#)

[Information about membership.](#)

[Become a member of SULF.](#)

22. Preparing for the end of your contract: unemployment insurance

Do this ASAP if you haven't already!

- 1) Become a **member of one of the following trade unions**
(see contact info listed above)

- **ST**
- **Läraryrskommittén**
- **SULF | Saco-S**

- 2) Start paying into A-kassa **2 years before your contract runs out**, in order to have right to extended unemployment benefits.

Akademikernas A-kassa, which is the unemployment insurance for university graduates, is recommended.

[Akademikernas A-kassa webpage.](#)

3) Once your contract ends, if you are unemployed you should report to each of the following entities who are involved in ensuring you receive unemployment benefits in the Swedish system:

- Arbetsförmedlingen - whom you should sign up to on your first day of unemployment, and to whom you should report your job-seeking activities),
- A-kassa - whom you should report the days you have or have not worked. (Note: It is A-kassa who then pays out your unemployment benefit money based on that and reports they get from Arbetsförmedlingen,)
- Trygghetsstiftelsen - which is a third party where you can get a contact person, support in your job-seeking activities and also some financial support for traveling to interviews etc.

**** Note: Stipend doctoral students should check the terms and conditions of their contract, as well as with the insurance providers listed, to determine their eligibility for unemployment insurance before registering for any of these plans.*

