

Ph.D. at the CSE Department

The Bare Essentials - November 2014

Latest update - May 2015



General Information

Doctoral student handbook

www.chalmers.se/insidan/EN/education-research/doctoral-student/handbook-for-doctoral8636

Frequently Asked Questions

www.chalmers.se/insidan/sites/cse/verksamhetsstod/who-to-ask/faq

Department meetings

Every first Monday of the month

Student Union membership

All Chalmers students should be a member of the Student Union;
not compulsory for GU students

Tour of the house

Ask people to show you the lunchroom, post room, office supply room,
printing rooms, administrative officers' rooms, ...

Ph.D. Council and ombudsman

www.chalmers.se/insidan/sites/cse/forskarutbildning/phd-council

Ph.D. Wiki pages

wiki.portal.chalmers.se/cse/pmwiki.php/PhDStudents

Read this leaflet digitally:



[wiki.portal.chalmers.se/cse/uploads/
Ph.D.Students/welcome_leaflet.pdf](http://wiki.portal.chalmers.se/cse/uploads/Ph.D.Students/welcome_leaflet.pdf)

Integrating into Chalmers

You should have received a Chalmers ID and password, which will enable access to eduroam, e-mail, etc.

Order pictured access cards

Go to Chalmers main library

Webspace

In folder ~/www/www.cse.chalmers.se on server remote12.chalmers.se

Student Union Card

Obligatory for Chalmers students (not GU), subscription every half year. You get a Mecenat card which gives you student discounts (including train trips with SJ).

Chalmers Library Card

Bring your student union card and personal identification to one of the libraries.

Administrative Officers

Eva Axelsson (room 6108 Johanneberg campus)

Administrator of Ph.D. studies, credits in Ladok, e-mail lists.

Marianne Pleen-Schreiber (room 6111 Johanneberg campus)

Workplaces, fault reports, office supplies, lunch room, housekeeping contact.

Anneli Andersson (room 6117 Johanneberg campus)

Department web pages, weekly news, public releases.

Divisional secretaries

Mostly responsible for practical issues, including administration of conferences and travel, access cards, etc.

Tiina Rankanen (room 6115 Johanneberg campus)

Software Technology

Elisabeth (Lotta) Kegel (room 4126 Johanneberg campus)

Computer Engineering

Ann Tornberg (room 467 Lindholmen campus)

Software Engineering

Rebecca Cyrén (room 6469 Johanneberg campus)

Computing Science and Networks and Systems

Employment Contract

Split into three periods

one year, followed by two extension of two years

Typically requires you to spend 20% of your time teaching

Follow-up Group and Meetings

Members

Supervisor, co-supervisor, examiner, director of graduate studies and possibly an external person

Follow-up Meetings

Meet **three** months before contract extensions and licentiate / Ph.D. proposal

Study Plan

Discussed during follow-up meetings. Template:

www.chalmers.se/insidan/sites/cse/forskarutbildning/phd-student



Integrating into Sweden

Get a social security number (personnummer)

Need valid passport, documents showing right of residence / residence permit

Apply at skatteverket - www.skatteverket.se

Inform division secretary once you get your number

Register with the Immigration Office

See www.migrationsverket.se

With a personnummer you can

- Open a bank account at any Swedish bank. Banks other than Nordea require a transfer form for electronic salary deposit.
- Register for A-kassan. For A-kassan it is enough to be a member for 12 months before you get unemployed to use the insurance.
- Apply for a Swedish ID card at the skatteverket office in Rosenlundsgatan 8 (not at Nordstan).
- Register with the social insurance, Försäkringskassan -- www.forsakringskassan.se
You should automatically be a member. However, make sure of that. You can also apply for additional insurance such as liability, home insurance all-in-one (hemförsäkring) at, e.g. www.if.se, www.lansforsakringar.se, www.folksam.se, www.trygghansa.se

Vacation Application/Sick Days

You can check out how many days of vacation you have left. You can also report your vacation days and sick days.

You get a salary supplement per vacation day.

For Chalmers students

Go to Primula at

personal.portal.chalmers.se/chalmers/

Go to My page.

Go to Sick leave or Vacation application.

Follow the instructions.

For GU students

Go to Egenrapportering at

medarbetarportalen.gu.se/min-sida

and follow the instructions

Number of vacation days

28 days if you are 29 or younger.

31 days if you are between 30 and 40 years old.

35 days if you are 40 years old or more.

Accrued vacation days

If you have more than 20 days of vacations per year, you can save one or more days of the remaining days to use in the future. Note that:

At any point in time, there should not be more than 40 (Chalmers)/35 (GU) saved vacation days.

From 2015 on, employees cannot save more than 35 days.



Extra Benefits

For further information, contact your division's administrative officers.

GU and Chalmers students

Friskvårdsbidrag

Using this benefit, you can do sports, register in a gym, etc., and be reimbursed up to 2000 SEK per year.

Working glasses (short-range)

Free gym facilities

There are two gyms in the department, one in Johanneberg and one in Lindholmen.

You can get a **Bus 16 card** to commute between the two campuses. Ask Eva Axelsson.

GU students (only)

All health expenses are covered.

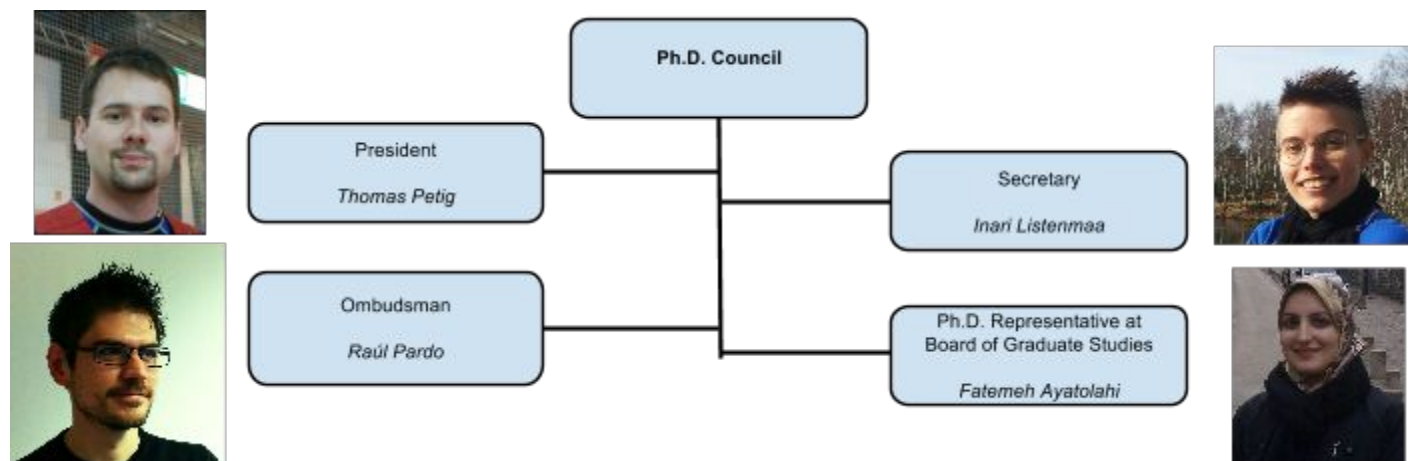
Chalmers students (only)

Prescribed medicine expenses are reimbursed.

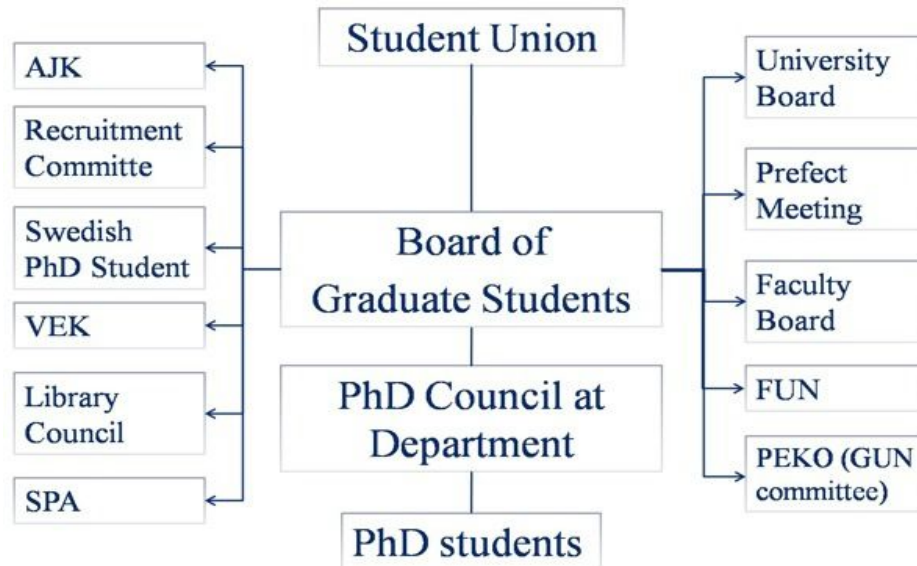
Download the form at Primula:

personal.portal.chalmers.se

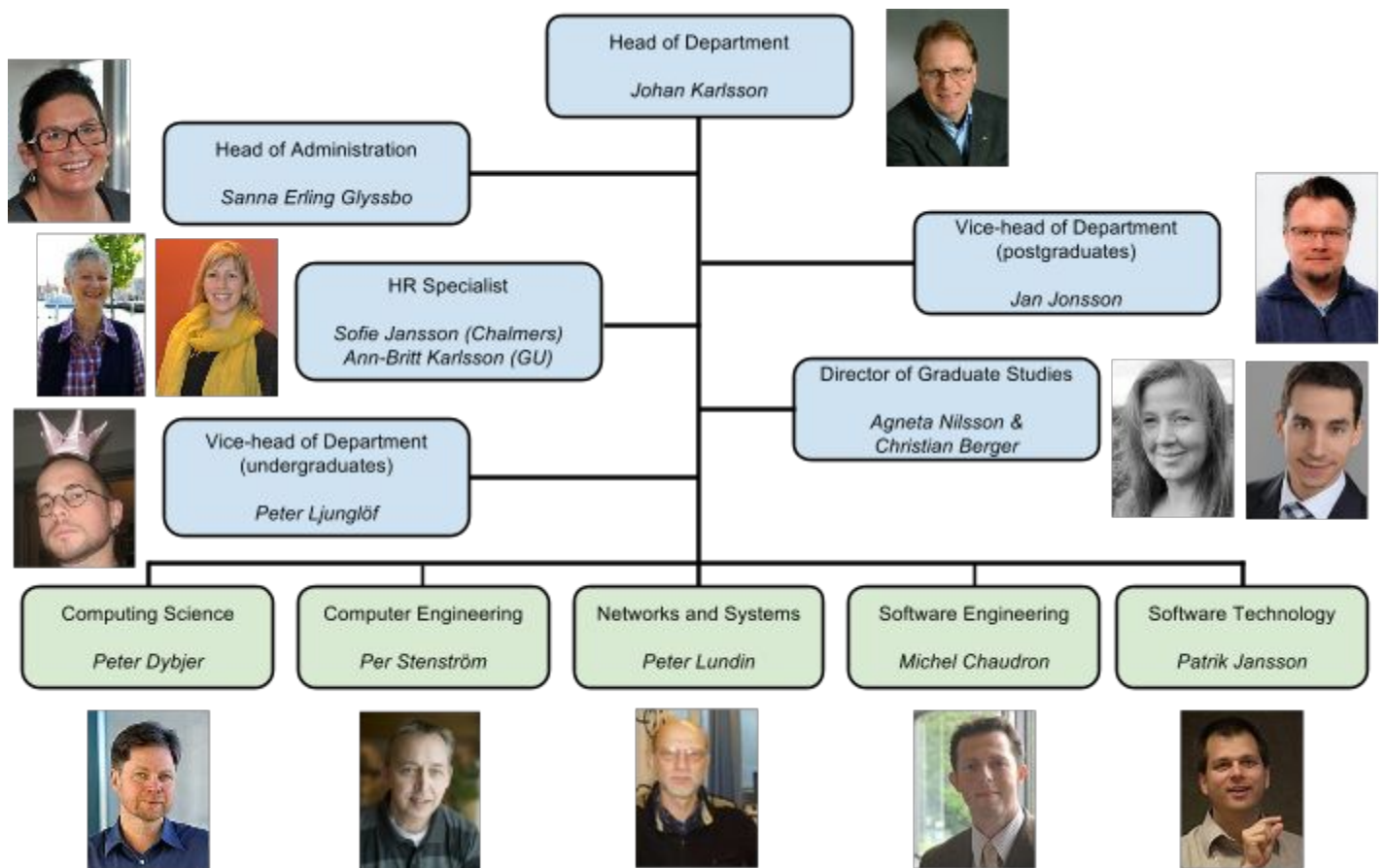
Ph.D. Council Representatives



Organisational chart of the Student Union



Organisational Chart of the CSE department



Travel-Related Issues

Chalmers Credit card

As a Ph.D. student, you can get a Chalmers credit card (Mastercard), which you can use while traveling. You should, of course, handle payments every month.

To order a Chalmers credit card, contact your division's administrative officer.

Taxi card

If you use taxi often, you can ask for a customer card for a taxi company that Chalmers has an agreement with. They are not given automatically, but you can ask for one from the secretaries.

Flight and hotel bookings

Booking of flights and hotels should go through

ViaEgencia agency.

Contact the administrative officer of your division for additional help.

Chalmers travel guide:

www.chalmers.se/insidan/download?id=reseguide-en&lang=en

Travel insurance

Ask your division's administrative officer to provide you with the travel insurance card.

Do not forget to fill in the business travel approval (BTA) form before traveling.

Contact your division's administrative officer for the form.



Travel Expenses

Report your travel expenses as soon as possible.

Expenses over three months old are **not** reimbursed.

Chalmers Students

Go to Primula at

personal.portal.chalmers.se/chalmers

Go to My page

Go to Travel/expenses

Follow the instructions; contact your division's administrative officer for further questions.

GU students

Go to Egenrapportering at

medarbetarportalen.gu.se/min-sida

and follow the instructions

Workers' Unions

The unions offer their members insurance, coaching and representation in contract negotiations, and legal support.

Relevant unions for Ph.D.s students are unions within the

- Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation, SACO) www.saco.se
- Swedish Confederation of Professional Employees (Tjänstemännens Centralorganisation, TCO) www.tco.se



Ph.D. Courses

Licentiate requirements

You are required to pass 30 credits to receive a licentiate degree. These points are counted as a part of the total 60 points needed for a Ph.D. degree.

Ph.D. requirements

To obtain a Ph.D. degree, you need to pass 60 credits. You should have your examiner's approval before taking a course.

Courses for Ph.D. students include

Advanced Ph.D. courses

Masters-level courses

Self-study courses and summer schools

Courses taken from the "Generic and Transferable skills" package (**mandatory** for Chalmers students)

www.chalmers.se/insidan/EN/education-research/doctoral-student/handbook-for-doctoral8636/generic-transferable

You can print a transcript of your records in Swedish

student.portal.chalmers.se/sv/chalmersstudier/minaresultatochintyg/Sidor/SkapaResultatintygForskarstudier.aspx

and English

student.portal.chalmers.se/en/chalmersstudies/Studyresultsandcertificates/Pages/TranscriptOfRecord_Doctoral.aspx

Mandatory courses for the licentiate degree:

- Introduction employee day for GU students.
- Introduction session for Ph.D. students.
- Teaching, Learning and Evaluation
- Research Ethics and Sustainable Development
- Career Planning – Your Personal Leadership
- One more elective course

Board of Graduate Studies

It is the coordinating mechanism between Ph.D. students at all Chalmers departments. For information about what they do at different committees at Chalmers and how you can be part of the process visit:

www.dokt.chs.chalmers.se/about/

Accommodation

GU students

GU students can use guest housing services:

gu.se/english/guestservices/guesthousing

Chalmers students

There is no official help from the department.

Student housing companies

There are two major student housing companies in Gothenburg:

Boplat: www.boplat.se

SGS: www.sgsstudentbostader.se/en



IT-Related Issues

For buying and fixing computers, equipment, and software, contact:

Peter Helander (helan@chalmers.se) for Microsoft- and Apple-related issues and products

Rune Ljungbjörn (u@chalmers.se) for Linux-related issues and products

Central IT service office

support@chalmers.se

www.chalmers.se/insidan/EN/tools/it

Remote access to your personal workspace

www.chalmers.se/insidan/EN/tools/it/howtos/remote-linux

Ph.D. Social Activities

Fika

Typically every Tuesday afternoon the CSE Ph.D. students organise Fika at Johanneberg

Ph.D. Pub

Typically every first Thursday of the month the Ph.D. students of Gothenburg organise a social and informational Ph.D. Pub in cafe Haket. Sign up for the mailing list:

https://lists.chalmers.se/mailman/listinfo/phd_pub



Miscellany

Your pension is split into:

National pension (from Försäkringskassan)

-- you get a letter to choose which company

Occupational pension (from Chalmers)

Private savings

Free Swedish course

<http://www.chalmers.se/insidan/EN/education-research/doctoral-student/swedish-for-phd-students>

Order business cards

www.chalmers.se/insidan/EN/tools/design-manual/templates/business-cards