

Organization and Administration



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Johan Bijmens

Lecture 1 part 1 of Introduction to PhD studies

Organization
and Adminis-
tration

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Our department

- Head: Leif Lönnblad, Anders Irbäck and David Hobbs
- After 20220101: Johan Bijmens and David Hobbs (prob.)
- Groups (and bosses), we have three divisions or 'enheter', ämnesansvarig or main responsible for the PhD education:
 - Astronomy: Nils Ryde
 - Computational Biology and Biological Physics: Mattias Ohlsson (Anders Irbäck expected)
 - Theoretical High Energy Physics: Johan Bijmens (Leif Lönnblad expected)
- Main website: <http://www.atp.lu.se>
- Administration:
 - Caroline Unmack/Louise Berglund: economy, travel
 - Eva Jurlander: personnel
 - Emelie Frid: study administration
- Library: Eva Jurlander,XX: talk to them if you want information on the library
- More up-to-date:

<http://dev.thep.lu.se/prefektWiki/wiki/AdminDuties>

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Our department

- Education:
 - Studierektor (GU): Johan Rathsman, Tobias Ambjörnsson
 - Studievägledare: Nils Ryde
 - Studierektor (FU): Johan Bijmens, Thomas Bensby (Thomas Bensby-Rikkert Frederix)
- Skyddsombud (worker protection): Thomas Bensby, Tobias Ambjörnsson, Malin Sjö Dahl
- Computer: Ross Church, Johan Rathsman, Christian Bierlich
- International Staff:
<http://www.staff.lu.se/employment/for-international-staff>
- Supplies: Pens, paper, etc.: cupboards around Caroline's office/Astro around Eva's office

Tell Eva/Caroline/Louise when you take the last one

- Previous point extremely important for coffee

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Practical information

- preprint numbers etc.: ask your advisor
Theoretical physics: LU TP yy-*nn*, binder near supply cupboard
Astronomy: stopped using them
- Vacation: assumed taken after midsummer but if you want otherwise: talk to Eva; then register in Primula
- Sick leave: contact Försäkringskassan and put it in Primula (needed to get the extra time at the end)
- Travel:
 - talk to advisor
 - money: from grants but there is also stipendieportalen
 - If own application: talk about how to include overhead with Caroline or Louise
 - **KEEP RECEIPTS**
 - talk to people what is paid and what not **first**
 - Taxi: only exceptionally
 - Hotel and planes (VIA travel): try to be cheap and ALL booking must go through VIA (with some exceptions)

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- Department information
- The cheaper we are, the more we can travel
- Per diem: fixed sum depending on country (luckily no meal receipts to be kept)
- Reseräkning: done via Primula
 - via the web (and a pain in the)
 - can be done beforehand, save but wait with “submit”
 - print out, sign, submit & give to Caroline/Louise
 - Do it fast: otherwise budget administration
 - Fast: you get your money faster
- Included meals: tax purposes and per diem adjusted
- If paid by place you're visiting: talk first to Caroline/Louise about how to handle it
- Yes I know it is a pain, but we don't make the rules and some accountability is necessary



- Do your share to keep it all pleasant
- clean up after yourself
 - put things back in their place
 - no supply of department cups/plates/cutlery in your office
 - remember to make coffee if you take the last cup
 - ASK someone if you don't know what to do or how to do it



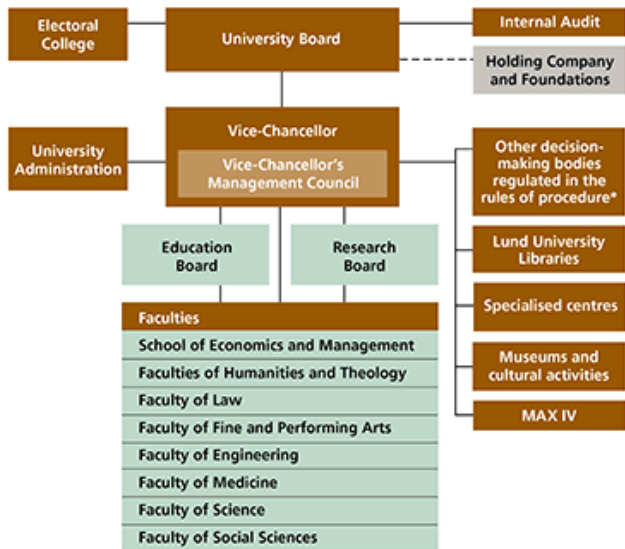
(plus remember to use control-L in acroread to get out of the extra file)

Homepage:

<http://www.lunduniversity.lu.se/about-lund-university>

Brochure2020





*Disciplinary Board, Staff Disciplinary Board, Investigation Committee on Scientific Misconduct, Admissions Board, Board of the MA/MSc in Secondary Education.

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Fakultetsstyrelse

Presidium	Ledningsråd	Nämnder och kommittéer
Dekan Prodekaner	Dekan Prodekaner Prefekter	Biblioteksnämnd Docenturnämnd ETP-nämnd Forskarutbildningsnämnd HMS-kommittéer Infrastrukturråd IT-råd Jämställdhetskommitté Läraryrådsnämnd Stipendiekommittéer Utbildningsnämnd

Fakultetskansli

Institutioner

Avdelningen för medicinsk strålningsfysik
Biologiska institutionen
Centrum för miljö- och klimatforskning
Fysiska institutionen
Geologiska institutionen
Institutionen för astronomi och teoretisk fysik
Institutionen för naturgeografi och ekosystemvetenskap
Kemiska institutionen
Matematikcentrum
MAX N-fak

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Where are the rules defined?

- Government and parliament: higher education law (högskolelagen)

<http://www.notisum.se/rnp/sls/lag/19921434.HTM>

(högskoleförordning)

<http://www.notisum.se/rnp/sls/lag/19930100.HTM>

- Government departments (new since 2013)
 - UKÄ: Universitetskanslerämbetet, Swedish Higher Education Authority <http://www.uka.se>
 - UHR: Universitets- och höskolerådet, Swedish Council for Higher Education <http://www.uhr.se>
- Lund University
 - Centrally
 - Faculty of Science
 - Department of Astronomy and Theoretical Physics
- Most of you are also employees, a second set of rules
- Other laws: discrimination, equal opportunity, criminal, . . .

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The most useful set

- Our [PhD pages](#) [new one](#) and the [introductory course website](#)
- Ask me or Thomas (and we might know whom to send you to)
- General curriculum (Allmän studieplan)
[Theoretical Physics](#) [Astronomy](#)
- The various PhD handbooks
 - Faculty:
<https://www.science.lu.se/education/phd-studies>
 - General Swedish: <http://studera.nu/forskarutbildning>
<http://studera.nu/startpage/doctoral-studies/doctoralstudies/>
- Courses: Regular courses should happen automatically **but check that it has happened and don't wait too long**
- Courses: other:
<http://home.thep.lu.se/~bijmens/PhD/FUcoursesladokform.pdf>



Some overview

- You have all been accepted
- General goals (show them in one of the curricula)
- PhD (240 hp) and/or licenciate (120 hp) degree
- Courses: A number of required ones, specialized, general (i.e. this one)
 - Astronomy: 60 hp (PhD), 45 hp (Lic) (decided on what you know of the basic courses)
 - Theoretical Physics: 60-90 (PhD), 30-45 hp (Lic) (decided on what you know of the basic courses)
 - Discuss with your supervisor, but remember you do have some freedom too
- Thesis
 - Can be monograph or compilation thesis
 - Astronomy: 180 hp (PhD) 75 hp (Lic)
 - Theoretical Physics: 150-180 hp (PhD), 75-90 hp (Lic)
- Very useful:

<https://www.science.lu.se/internal/sites/science.lu.se.internal/files/202>

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Some more comments

- Doktorandsamtal: you, your supervisor and department representative

First time

Lathund

- Updating individual study plan: At least once a year, we usually do it every six months
- Medarbetarsamtal (prefekt), once a year (request at the doktorandsamtal if you want it)
- If parental leave (including 'vabbing' (vård av (sjuk barn))), sick leave, etc:

Do the administration with försäkringskassan and in Primula otherwise that is time lost

- There are unions and remember unemployment-insurance (A-kassa) but might be less useful for foreigners (those sent back when student visum expires, but permanent residence sort of possible after PhD studies)
- Remember: talk to people if you have problems/questions

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- Teaching and other duties: we can require up to 20% (paid)
- Being in committees and the like gives you (some) extra time too (Note: this not department duty)
- We intend to have a meeting every term with directors of study, PhD and undergraduate, and all the PhD students for discussing teaching and other matters (this year xx November)
- There are also the general department information meetings



- There are many talks/seminars/colloquia at LU
- **Use the fact you can get a very broad education here**
- Seminars:
 - Astronomy: 14.15 Thursdays
 - Particle physics: 11.00 Tuesdays
 - Biophysics: 11.15 Mondays
- Colloquia:
 - Rydberg lecture: 15.15 Tuesdays (cake and coffee from 15.00)
 - ATP (i.e. us): 15.15 Wednesdays
 - COMPUTE
- Lower level:
 - **Our PhD days:** for the institute, show your fellow students what you do (and learn to communicate (one of our goals))
- (Summer) schools and conferences

