Handbook for Postgraduate Students 2009

**Academic publication**
Comprises publication of research findings, usually in the form of articles in academic journals or as monographs. Today academic publication is always preceded by an assessment by specialists within the same academic area as the author (peer review, referee procedure) and is considered to be the most important form of academic qualification.

**Admission**
GU’s admission procedure for programmes at postgraduate level (12-01-2007) is available at: http://www.utbildning.gu.se/utbildning/varautbildningar/forskarutbildning (Information in Swedish.)
More information about admission, studies, thesis, public defence etc. is available in the brief instructions for PhD students at the Faculty of Social Science, University of Gothenburg.
More specific information about admission and funding, individual curricula, study periods, changing the pace of study, departmental duties, extension of the study period, supervision etc is available in Guidelines for studying at postgraduate level in the Faculty of Social Science, University of Gothenburg. http://www.samfak.gu.se/utbildning/forskarniva/regler/
http://www.samfak.gu.se/digitalAssets/977/977255_Riktlinjer_f_r_utbildning_p_forskniv__pdf (In Swedish.)
http://www.samfak.gu.se/Faculty+of+Social+science/education/Postgraduate_Studies/ (In English.)

"A Mirror for Postgraduate Students” (Doktorandspegeln 2008)
is a questionnaire/survey of the country’s research students. The questionnaire has been sent to 10,175 PhD students at all universities and colleges that offer postgraduate programmes. The survey attempts to illustrate the different aspects of the quality of postgraduate subject areas from the perspective of PhD students, and it addresses issues such as: What are their experiences of the postgraduate programme? How much time did they put into their studies and into other work? How do the courses and the supervision function? What is the study environment and relationships with other employees like? How are the PhD students’ values affected by their studies? An equivalent survey was also carried out in 2003 and thereby provides the possibility of comparison over time.
See www.hsv.se/doktorandspegeln (In Swedish.)
http://www.hsv.se/kvalitet/kvalitetssakring/kvalitetsundersokningarblandstudenterochclarare/internat nelladoktorandspegeln.4.539a949110f3d5914ec800064003.html (In English.)

**Boards, councils and committees**
Four boards are commissioned by the department board to prepare issues within their sphere of expertise. The number of board members is determined by the department board. There are the following boards:
FUN Boards for postgraduate programmes
FOR Board for research coordination
GAN Board for undergraduate programmes and courses and master studies
Staff recruitment board.

**The Central Administration**
The task of the Central Administration (GF) is to create satisfactory conditions for the University’s programmes, research and cooperation with society and trade and industry. GF’s role is to remove obstacles, simplify, allocate solutions, support and provide services at the same time as it has a particular responsibility that the University meets the requirements that apply to a government authority.

In addition GF comprises a strategic and administrative support for the University’s management and management bodies.
See http://www.gf.adm.gu.se/ and http://www.gf.adm.gu.se/avdelningar/ (In Swedish.)
Computers
PhD students are entitled to a computer. Supervisors and heads of department should be contacted in this regard.

Home use agreement: In order to be able to use a computer (portable or stationary) purchased with project funds both at home and when travelling, a home use agreement must be signed. Contingent liability: Logging on to the Staff Portal for the first time implies acceptance of an agreement for use of GU’s IT resources.

New computers and printers are purchased in accordance with the purchasing regulations that the department has established. For further information contact your supervisor and the IT manager.

Computer service
The department’s computer service tel. 4852 (Eva Glasmästar). Monday-Friday, 9-12, 13-15,

Provides assistance with computer- and virus problems, printing problems, Internet connections and for installation of software and changes of password.

For non-urgent problems/questions, send an e-mail to: it@globalstudies.gu.se (answered when time is available).

NB! No support is provided for programs.

For help with the central administrative systems and web mail via the Staff Portal
Contact the Helpdesk; tel. 20 20, e-mail: gu-help@gu.se. Monday-Friday 8.00-16.40

Conferences
Every PhD student should deliver their own presentation (lecture or items) at at least one (international) conference during the period of their postgraduate studies.

Courses
See PhD courses

Departmental duties
PhD students have the opportunity to teach/undertake departmental duties up to 20% of full-time. This extends the PhD studies by an equivalent period. It is a requirement at GU that PhD students undergo teacher training in order to teach at GU.

http://www.samfak.gu.se/digitalAssets/977/977255_Riktlinjer_f__r_utbildning_p___forskarniv__.pdf
(In Swedish.)

Director of Studies
for programmes at postgraduate level: Stina Sundling Wingfors, stina.s.wingfors@globalstudies.gu.se
See also Faculty programme director for undergraduate programmes: Sylva Frisk.

Division of Human Resources
http://www.pa.adm.gu.se/english/ 

Doctoral thesis
The doctoral thesis is the most important part of the examination required for a doctorate. Its quality has to be checked by a team of supervisors, if possible an external expert and the subject coordinator before it is registered for a public defence (headword). The doctoral thesis can be produced either as a monograph or as a compilation thesis, a collection of articles with a unifying introduction that sets out the framework and context for the different articles – see text below.

Monograph
- There is a strong culture within certain subjects to produce a coherent monograph.
The prolonged fieldwork that anthropology entails means that processing the material into a monographic can be a prerequisite to enable the subsequent writing of articles.

A monograph that is a coherent work can be judged to be 'more weighty' than a compilation thesis – within certain subjects. However, this attitude is in the process of changing due to the fact that all disciplines, irrespective of faculty, are subject to the same economic model – putting a premium on quantity of publications.

It is easier to "convert" a monographic thesis into a commercial book than is the case with a compilation thesis.

**Compilation thesis**

- The PhD student’s work on the thesis project is facilitated by planning the work as a number of articles right from the beginning, ensuring that the task constitutes a gradual progression with clear feedback in the form of completed sections of the PhD project. This is in contrast to working on a monograph that is not completed until the end of the PhD period.
- A compilation thesis entails more substantial and clear-cut demands for careful planning and arrangement of the overall work on the thesis as it is targeted at a number of completed articles.
- It is easier to get started on the task of writing an article as opposed to writing a large monograph.
- It is easier to have an overview of goals, results and methods in the various studies/articles.
- Academic articles that are published internationally must be reviewed by a referee. This comprises an audit of scholarly quality conducted outside the student’s own department and that contributes to and expands the quality audit carried out by the supervisory staff.
- Increases the value of the qualification for the PhD student, facilitates further publication and thereby the route towards qualifications required for appointment to a readership. A number of articles in a compilation thesis provide greater visibility in international databases than a monograph that only has one title. It should naturally be emphasised that the articles’ and/or monograph’s quality and degree of priority is crucial in terms of the number of citations in the international academic world.

**About the structure and arrangement of the compilation thesis**

**Number of articles**

It is not possible to provide definitive guidelines for the number of scholarly articles in a doctoral thesis as the content and scope of the articles is naturally of significance. However, it is generally considered that 2 articles are insufficient, 3 articles are feasible, but the most common number is 4-5 articles.

**The articles’ publication status**

Similarly to the above, it is hard to give fixed guidelines. A general guideline can be that at least 2/3 of the articles in the thesis should be reviewed by a referee, published or accepted for publication by a journal, or as a chapter in a book.

**The thesis’ summary, summarising chapter**

The number of pages may vary, but the function of the summarising chapter is clear. This is where the thesis as a whole should be put in an international academic context. The summarising chapter should therefore contain a theoretical section with a clearly defined objective and research question, along with a review of the methods used. The results should be summarised, presented and discussed with international comparisons. This means that the summary of the thesis should provide the framework and the results for the whole thesis, as well as detail the overview that is divided into in a number of different articles in a compilation thesis.

**Rules** for doctoral theses and their public defence, and also for licentiate theses are available with appendices in Samfak’s rules for postgraduate studies:
about electronic publication of the date of the defence of a doctoral thesis:  

Application for public defence:  
http://www.samfak.gu.se/digitalAssets/968/968908_Anh__llan_om_disputation.pdf (In Swedish.)

ECTS
European Credit Transfer and Accumulation System, ECTS, is the name of the European system for transfer of study credits.
See http://sv.wikipedia.org/wiki/European_Credit_Transfer_System (In Swedish.)
http://a.wikipedia.org/wiki/European_Credit_Transfer_and_Accumulation_System (In English.)

Emergency information:
Police, fire, ambulance
– in an emergency call 112

Police and Fire & rescue service:
Västra Götaland regional police, 031- 114 14

Burglary, theft or vandalism
*Working hours*: Local security manager
*After working hours*: Call SOS alarm to alert security & protection, building management or emergency repair services 031-703 1755

See http://dinsida.gu.se/akut/ (In Swedish.)
http://dinsida.gu.se/english/emergency_information/ (In English.)

Extension of study period
See
http://www.samfak.gu.se/digitalAssets/977/977255_Riktlinjer_f__r_utbildning_p___forskarniv___.pdf (In Swedish.)

Faculty programme director
The faculty programme directors are responsible for quality development, supervisory staff, subject-specific seminars, course content within the respective subject and processing of admissions to postgraduate level programmes within each postgraduate subject area.
Faculty programme director for peace and development research: Reader Svante Karlsson, svante.karlsson@globalstudies.gu.se; Human Ecology: Professor Gunilla A. Olsson, gunilla.olsson@globalstudies.gu.se; Social Anthropology: Reader Dan Rosengren, dan.rosengren@globalstudies.gu.se and Professor Marita Eastmond, marita.eastmond@globalstudies.gu.se

Forskning.se
is a national website for research information that
• gathers and sorts material about research
• provides overall information
• prioritises simplicity and comprehensibility
• is responsible for searches of Swedish research
• is happy to collaborate

forskning.se is owned and developed by ten authorities and foundations that finance research. Its editorial office is located at the Swedish Research Council
FUN - SGS
The Board for Postgraduate Studies at SGS. This Board deals with all issues concerning postgraduate studies that apply to the three postgraduate subject areas in the department. FUN reviews the ranking for admission and funding of new PhD students and provides suggestions for the department’s board. Representatives on FUN are faculty programme directors for the postgraduate programmes and subject coordinators for the three postgraduate subject areas. SGS’s equal treatment representative and two PhD student representatives are also included. The department’s Director of Studies for postgraduate studies is the Chair of FUN and the keeper of the minutes is the postgraduate studies secretary. FUN works to coordinate procedures for postgraduate studies within the department. Work is underway to develop a number of common postgraduate courses.

FUN-Samfak
The Faculty of Social Science has a Board for Postgraduate Studies with representatives comprising the different departments’ Directors of Studies for the postgraduate programmes. FUN prepares matters and submits proposals for decisions.
See drafting bodies and committees at http://www.samfak.gu.se (In Swedish.) http://www.samfak.gu.se/Faculty+of+Social+science/ (In English.)

General curriculum
There is a general curriculum for every subject that describes the contents of the postgraduate programme for that particular subject. The general curriculum includes a description of the subject, the goals of the postgraduate programme, examination requirements, the size of the course component etc. For further information, please see www.globalstudies.gu.se – Education.

General information about employment at GU/Employment
Information for new employees, see:

Grants and Scholarships
There is an abundance of grants and scholarships for PhD students. You can apply for funds for everything from purely salary expenses to travel expenses in connection with participation in conferences etc. The best thing to do is to speak to your supervisor and the department’s research administrators to get tips on where you can apply within your subject area.
See also http://www.gu.se/forskning/stipendier/
In English: http://www.gu.se/english/research/scholarships/

GU organisation
See http://www.gu.se/omuniversitetet/organisation/
In English: http://www.gu.se/english/about_the_university/organisation+

Guidelines
for postgraduate studies in the Faculty of Social Science:
http://www.samfak.gu.se/digitalAssets/977/977255_Riktiljer_f_r_utbildning_p__forskarniv__.pdf
(In Swedish.)
GUP
The University of Gothenburg’s publications. This is where all employees annually submit their publications of various kinds. This takes place annually before a specified date, in 2009 before 16 January. It is extremely important as allocation of government funding for research and postgraduate education (up to 10%) is based on the number of publications within the different postgraduate subject areas – applies to PhD students and all researchers and teachers.

Handbook for Postgraduate Students
The National Agency for Higher Education’s Handbook for Postgraduate Students contains most of what you need to know from a general point of view regarding rights, obligations and conditions during postgraduate study.
http://www.doktorandhandboken.nu/ (In Swedish.)
http://www.doktorandhandboken.nu/2.44aba2dc11030072f7580056276.html (In English.)

SGS’s handbook for postgraduate student – this document – provides information about postgraduate studies applicable to the three postgraduate subject areas within SGS.

Head of department
The head of department is responsible for the everyday management of the department and has the authority to make decisions in all day-to-day and operational matters. The head of department has overall responsibility for the department’s activities, administration, economy, staff and work environment.

The head of department is: Stina Sundling Wingfors, stina.s.wingfors@globalstudies.gu.se

The current head of department also has specific responsibility for programmes at postgraduate level, i.e. leads the task of increasing coordination of programmes, creating common procedures for them, e.g. with regard to admission, follow-up of individual curricula, and coordinating the work of quality development. The director of studies is responsible for contacts between the faculty and the department.

Two assistant heads of department, currently:

Sylva Frisk with responsibility for undergraduate programmes, sylva.frisk@globalstudies.gu.se

Fredrik Söderbaum with responsibility for research coordination, fredrik.soderbaum@globalstudies.gu.se

Health care
Medical examinations and any vaccinations that might be necessary before departing for field work can be obtained at the occupational health service, Previa, Postgatan 28, 6th floor, telephone 031-61 57 00.

Previa – applies for employed PhD students. Other PhD students – contact the head of department for information on health and medical care.
See http://www.previa.se/previa/templates/TextPage____1012.aspx (In Swedish.)

The task of the occupational health service is to contribute to the prevention of ill-health, to implement statutory medical examinations and to provide work-related medical treatment. The occupational health service’s other functions include assisting with rehabilitation to avoid protracted sick leave, help with crisis management, and training contributions. For further information, see occupational health service on the personnel department’s website http://www.fa.adm.gu.se//arbetsmiljo/arbetsmiljohandboken/foretagshalsovard (In Swedish.)
http://dinsida.gu.se/english/gu-links/Occupational_health_service/ (In English.)
Higher Education Ordinance
Information is available in the fifth chapter of the Higher Education Ordinance (HF) that concerns doctoral studentships. Its sixth chapter contains general rules for all programmes such as study guidance, degrees, credit transfers, degree certificates and study documentation. For programmes at postgraduate level there are rules concerning the faculty board’s duties, general and individual curricula, supervision and other resources, the public defence and certificates for doctoral theses. You will find the Higher Education Ordinance in its entirety at http://www.hsv.se/lagochratt/lagarochregler/hogskoleordningen.4.539a949110f3d5914ec80063912.html (In Swedish.)

Home page
Your own presentation is accessed from your name in the list of staff at the SGS homepage. You are personally responsible for this presentation. Manuscript and changes are to be sent to the department’s information officer for publication.

Holiday
As an employee at a university/college (from your first day of employment) you have 28 days paid holiday up to and including the year in which you have your 29th birthday, 31 days up to and including the year in which you have your 30th birthday and 35 days up to and including the year in which you have your 40th birthday. As an employee you must take your holiday during the calendar year and the employer must ensure that you have a continuous period of holiday during June, July and August. If you have a temporary appointment (e.g. a PhD studentship) you are not entitled to save holiday. Application for holiday is made via the self-reporting system on the Staff Portal. For further information contact the chief administrator at SGS.

NB! A doctoral grant is not employment and therefore does not give entitlement to formally regulated holiday. According to the National Agency for Higher Education time off should instead be part of the individual curriculum.

Individual curricula
An individual curriculum must be drawn up for every PhD student, in consultation between the PhD student and the supervisors. It sets out a timetable and funding for the programme, specifies courses, fieldwork and other contents of the programme, including supervision.

The individual curriculum constitutes the basis for planning and evaluation of the PhD studies. It is the department’s responsibility that the curriculum is drawn up in accordance with the template that the faculty board has established and that the curriculum is registered and filed.

The individual curriculum must be monitored and reported by the supervisors and the PhD student to the faculty programme director in the respective subject and to the department no later than 1 November every year for further reporting to the faculty board with regard to how the studies are proceeding. A copy of the most recently drawn-up curriculum for each individual PhD student together with a list of all PhD students should be sent to the faculty board in conjunction with reporting. The reports are subsequently compiled and reported in the faculty’s annual report, which constitutes the basis for the regular strategic work.

See http://www.samfak.gu.se/digitalAssets/977/977255_Riktlinjer_f_r_utbildning_p_forstkarniv_.pdf (In Swedish.)

Intranet
At the SGS web site you can visit the intranet for information, protocols, the blog from the Head of department etc.

IT support
http://www.it.gu.se/foranvandare/support (In Swedish.)
http://dinsida.gu.se/english/gu-links/IT_Support/ (In English.)
Keep-fit agreement
For every full-time employee who holds a position with an appointment of at least six months the university can make a contribution of up to SEK 1,500 for physical exercise and/or other keep-fit activities at a physical exercise organisation engaged by the University, plus 1 hour/week in paid working hours. (For PhD students who hold a studentship the hours are calculated retroactively, in conjunction with teaching for example.) You can read more about which rules apply, which facilities offer subsidized keep-fit activities and how to go about utilizing the exercise offers on GU’s website Employees also includes research students who receive PhD funding according to SFS 1995:938. See http://www.pa.adm.gu.se/arbetsmiljo/friskvard/friskvardspolicy/ (In Swedish.)

Leave of absence/parental leave
It is only possible to take leave from a doctoral studentship for special reasons, e.g. parental leave, illness or military service. It is possible to have reduced working hours (to request leave of absence of max. 25 %) if you have children who are under 12 years old. To obtain payment in conjunction with parental leave it is necessary to copy the payment slip from the regional social insurance office and send it to the salary administrator. Contact the salary administrator in the office for further questions.

Mail room
Contains PO boxes for everyone and it is where parcels and item of mails are deposited. Copying of course material etc is ordered here. 
Mail room in Building 2B, e-mail: vaktmastare@globalstudies.gu.se
Mail room in Building 1A (Annedalsseminariet), e-mail: seminariet@globalstudies.gu.se

The National Agency for Higher Education
is a central authority for issues concerning universities and colleges
See http://www.hsv.se (In Swedish.)
http://www.hsv.se/2.539a949110f3d5914ec800056285.html (In English.)

Non-discrimination plan
Non-discrimination plan at SGS 2009-20011: You find it at SGS website.

Pace of study, change of
See http://www.samfak.gu.se/utbildning/forskarniva/regler/ (In Swedish.)

Parental leave while studying for a PhD
Applies to PhD students who are employed – see Leave of absence

Performance appraisal
Employed PhD students are entitled to an annual performance appraisal with the head of department or the subject coordinator.

Personnel department
contact for questions concerning your employment, salary etc.
At Samfak: Gun Andersson, tel: 786 66 03
At SGS: Ann-Charlotte Nyren, tel: 786 47 55
See http://www.ipd.gu.se/english/postgraduate_studies/

PhD courses
The three postgraduate subject areas at SGS have different packages of course which contain compulsory and optional courses. There are also a number of postgraduate courses that are common for SGS as a whole and that are also open to other postgraduate subject areas. The course packages pertaining to the different subject areas are listed below. Course descriptions are given on the web page of each discipline.
**HUMAN ECOLOGY**

For a PhD exam in Human Ecology 60 ECTS in courses is needed.  

**Obligatory courses**—in total 30 ECTS  

**Selective courses** – in total 30 ECTS  

Courses not given by Human Ecology can be searched in the different departments in the Samfak, in other faculties and universities also found abroad.

**Obligatory courses**  

Theoretical fundamentals – 30 ECTS:  

- *Fundamentals in human ecology, three parts*, ges of HE, GU, 2008-2009, 20 ECTS:  
  - I. Transdisciplinary knowledge and research; II. History and development of HE; III. Current challenges for human ecology;  
- *Interdisciplinary theory* – several possibilities; in 2009: *General Social Theory*, 7,5ECTS  
- Two obligatory PhD seminars: Presentation of PhD-work at start and end of PhDstudent time – no ECTS but obligatory part of PhDstudies in Human Ecology

**Selective courses** – 30 ECTS – examples below  

Methodology courses must add up to 10 ECTS: to be sought in other departments or universities after the specific needs of the PhDstudent. The Method course at Master level in SGS can be credited.  

- *Design of research projects and collection of empirical data*: Statistics tailored after specific needs; Participatory project design…; Geographical Information Systems…  
- *Academic writing – GU Course*  
- *A joint SGS-course or Samfak-course which contains several of the above elements?*  
- *Pedagogical training course (obl. For teaching in GU)* – yields no ECTS but yields extra PhD time  
- *The political ecology of global land use by Human Ecology Spring 2009*, 10 ECTS  
- *Climate change- social scientific aspects*…to be searched – outside HE and SGS  
- **Other selective courses**: The specific needs and direction of each PhDproject will direct choice of courses.

**PEACE AND DEVELOPMENT**

The PhD education is made up of 60 course credits (37,5 of which are obligatory). The student can be credited for 30 credits from the Masters level, if deemed appropriate by the PhD advisor.

**2009 Spring term**  

<table>
<thead>
<tr>
<th>Introductory week</th>
<th>(obligatory)</th>
<th>January 26- January 30</th>
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<tbody>
<tr>
<td>General Social Theory</td>
<td>7.5 credits</td>
<td>February 2- March 9</td>
</tr>
<tr>
<td>(obligatory)</td>
<td>M. Friberg</td>
<td></td>
</tr>
<tr>
<td>Peace-Development-Security IN</td>
<td>15 credits</td>
<td>March 9– May 18</td>
</tr>
<tr>
<td>(obligatory)</td>
<td>H. Lindholm Schulz, J.Öjendal, Maria Stern</td>
<td></td>
</tr>
<tr>
<td>Individual course work</td>
<td></td>
<td>May 18- June 19</td>
</tr>
</tbody>
</table>

**2009 Fall term**  

<table>
<thead>
<tr>
<th>Method I</th>
<th>7.5 credits</th>
<th>September 1- October 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(obligatory)</td>
<td>M. Stern</td>
<td></td>
</tr>
<tr>
<td>Peace-Development-Security II</td>
<td>15 credits</td>
<td>October 6–December 18</td>
</tr>
<tr>
<td>(obligatory)</td>
<td>H. Lindholm Schulz, J.Öjendal, M. Stern</td>
<td></td>
</tr>
</tbody>
</table>
Method II 7.5 credits (obligatory) To be arranged
Pedagogy course 7.5 credits To be arranged by GU

**SOCIAL ANTHROPOLOGY**

**Spring term 09**
Modern anthropological theory 15 credits (obligatory) Jan 20 – April 15
Consisting of:
  a) Understanding Culture 7.5 credits  J. Hellman
  b) Ethnographic analyses 7.5 credits  K. Århem

Anthropological history of ideas 7.5 credits (obligatory)  (Spring 09)  K. Århem

Anthropological theory of knowledge 7.5 credits (obligatory)  (Spring 09)  K. Århem

**Autumn term 09**
Ethnographic method 15 credits obligatory  (Autumn 09 ?)
A national project involving the various anthropological groups.

Two optional courses that should be related to the student’s dissertation project.

Optional courses in Social Anthropology

Decided in consultation with supervisor, examples below:

**Advanced course in current anthropological theory**

The course is most appropriate as an option in conjunction with equivalent compulsory elements and should have a specialisation that is relevant to the prospective thesis.

**Advanced course in anthropology’s history of ideas**

The course is most appropriate as an option in conjunction with equivalent compulsory elements and should have a specialisation that is relevant to the prospective thesis.

**Advanced course in ethnographic methodology**

The course is most appropriate as an option in conjunction with equivalent compulsory elements and should have a specialisation that is relevant to the prospective thesis.

**Analytical specialisation**

The aim of the course is to deepen understanding of the contemporary debate and cutting-edge research within one or more thematic fields that are directly relevant to the thesis.

**Auxiliary discipline**
Specialist knowledge acquired from another discipline or alternatively the Faculty’s/GU’s teacher training course.

The costs for such courses must be agreed with supervisors and department.

See also the list of Samfak’s courses at postgraduate level: In accordance with the faculty’s policy PhD students can, provided there is room, take part in courses in all of the faculty’s departments. The PhD student must consult with the examiner/supervisor as to whether the course can be included in the postgraduate programme. See http://www.samfak.gu.se/utbildning/forskarniva/courses/ (In Swedish.)

Postgraduate programmes at SGS

Postgraduate studies at SGS are conducted within the framework of the postgraduate programmes available within one of the three postgraduate subject areas: Peace and Development Research, Human Ecology or Social Anthropology. In order to be accepted onto a postgraduate programme, funding for a 4 year period of postgraduate study, a PhD project and a suitable supervisor with the minimum qualifications required for appointment to a readership must be in place. Contact the faculty Programme Director and/or Subject Coordinator for the different subjects for more information on postgraduate programmes:

Faculty Programme Director for Peace and Development Research: Reader Svante Karlsson, svante.karlsson@globalstudies.gu.se; Human Ecology: Professor Gunilla A. Olsson, gunilla.olsson@globalstudies.gu.se; Social Anthropology: Reader Dan Rosengren, dan.rosengren@globalstudies.gu.se and Professor Marita Eastmond, marita.eastmond@globalstudies.gu.se.

See GU’s steering document for research and postgraduate studies http://www.styrdokument.adm.gu.se/forskning/ (In Swedish.) http://www.styrdokument.adm.gu.se/Policy%2C(rules+and+plans+)/Research_and_third-cycle_programmes/ and http://www.ipd.gu.se/english/postgraduate_studies/ (In English)

Postgraduate Students’ Council

The Faculty of Social Sciences’ Postgraduate Students’ Council (SDR) organises the research students in the faculty and works to increase the influence that PhD students have on programmes and their work situation. See http://www.samfak.gu.se/utbildning/student_doktorand/doktorandrad/


SGS has its own Postgraduate Students’ Council. Andreas Godsäter is chair.

Previa

Previa is contracted for the employee’s occupational health service. Previa’s services cover all employees at the University as well as research students and PhD students with studentships. See Health care http://www.fa.adm.gu.se//arbetsmiljo/arbetsmiljohandboken/foretagshalsovard (In Swedish.)

Research support/research financing

PhD students can not apply for research funds for the entire project, but there are numerous options to apply for grants for research work and for travel – see Grants and Scholarships.

Research financing must be applied for from one of the bodies that finances research in conjunction with a researcher who has a doctorate – see examples below:
The Swedish Energy Agency [http://www.energimyndigheten.se/sv/Forskning/] (In Swedish.)
[http://www.energimyndigheten.se/en/] (In English.)

Formas Research Council for Environment, Agricultural Sciences and Spatial Planning – supports inter- and cross-disciplinary research: [http://www.formas.se/] (In Swedish.)
[http://www.formas.se/default___529.aspx] (In English.)

The Knowledge Foundation: [http://www.kks.se/] (In Swedish.)

Mistra: [http://www.mistra.org/] (In Swedish.)
[http://www.mistra.org/english] (In English.)

The Swedish Central Bank’s Jubilee Fund: [http://www.ri.se/] (In Swedish.)
[http://www.ri.se/english/] (In English.)

SIDA: [http://www.sida.se/] (In Swedish.)
[http://www.sida.se/English/] (In English.)

The Swedish Research Council, VR: [http://www.vr.se/] (In Swedish.)
[http://www.vr.se/2.69f66a93108e85f68d480000.html] (In English.)

Research Services
Research Services works with information and support concerning research funding for researchers and teachers at the University of Gothenburg. The EU’s research and development programme and also other research programmes.
[http://www.externarelationer.adm.gu.se/forskninginnovation/forskningsservice]
(In English:
[http://www.externarelationer.adm.gu.se/External_Relations/researchinnovation/researchservice/]

Rules for PhD students
The Faculty of Social Science’s rules for postgraduate studies, with specific appendices for guidelines, rules for the doctoral thesis and the public defence, licentiate thesis, template for individual curricula, teacher training for PhD students who carry out teaching etc., is available at
[http://www.samfuk.gu.se/utbildning/forskarniva/regler/] (In Swedish.)

More general instructions from Samfak are at:

Routines of relevance for Phd-studies at SGS
Routines of relevance for Phd-studies at SGS (soon on the SGS-web)

SGS organisation
The department’s organisation is described at the website:
[http://www.globalstudies.gu.se]

SGS website
Please make SGS’s first page the home page in your web browser. You will find a calendar of what is going on in the department here as well as news and other information.
[http://www.globalstudies.gu.se/]

See also under Intranet

Security
See [http://www.fa.adm.gu.se/sakerhet] and
[http://www.fa.adm.gu.se/english/Security/]
Seminars
Each postgraduate subject area arranges its own subject-specific seminars – see the website. In addition there is the Global Seminar which arranges seminars, guest lectures etc. on themes that are relevant for the whole department.

Social security cover
Information is available on social security cover at the regional social insurance office (http://www.fk.se/sprak/eng) or in the National Agency for Higher Education’s Handbook for Postgraduate Students.

The Social Sciences Faculty Office
provides administrative services on behalf of the Social Sciences Faculty Board (SFN) and for the faculty’s departments and units.
See http://www.samfak.gu.se/om_fakulteten/fakultetskansliet (In Swedish.)
http://www.samfak.gu.se/Faculty+of+Social+science/faculty/ (In English.)

The Staff Portal
This is where to access GU’s e-mail and to report illness etc: http://portalen.gu.se
Information about self-reporting: http://www.pa.adm.gu.se/administrativasystem/Egenrapportering (In Swedish.)

Student union membership/student union fees
As a PhD student you are obliged to be a member of SFS. See below.

The Swedish National Union of Students (SFS)
Is the national student organisation in Sweden. SFS is the combined voice of students and it pursues all the common issues that concern students on the national and international plane. SFS currently encompasses about 80 % of the country’s students through its member unions.
See http://www.sfs.se (In Swedish.)
Membership in FFS applies for PhD students at SGS, see www.ffs.gu.se (In Swedish.)

Subject board at SGS
Every postgraduate subject area in the department has a subject board. The subject board is convened by the respective subject coordinator and it includes the faculty programme directors for undergraduate and postgraduate programmes, representatives of teachers and PhD students. The function of the subject board is to plan and discuss questions relating to education and research in the specific subject. It concerns subject content, course development, quality development, pedagogical development, the programme’s research links, research projects, guest lectures, conferences, collaboration etc. The subject board can submit proposals to the department board, the departments’ boards for education- and research issues and the head of department. Memoranda are submitted to the board for its information. The subject coordinator for peace and development research: Svante Karlsson, svante.karlsson@globalstudies.gu.se; Human Ecology: Gunilla A. Olsson, gunilla.olsson@globalstudies.gu.se; Social Anthropology: Jörgen Hellman, Jorgen.hellman@globalstudies.gu.se, Human Rights: Anna Brodin, anna.brodin@gu.se, Regional Studies: Fredrik Söderbaum, Fredrik.soderbaum@globalstudies.gu.se

Supervision
All PhD students are entitled to supervision equivalent to four years full-time studies. Supervisors (from 1 July 2007 compulsorily two people, primary- and secondary supervisor) are selected by the departmental committee, proposed to FUN and accepted by SGS board. Within the group of supervisors for each PhD student, at least one person must have the minimum qualifications required for appointment to a readership. The supervision comprises a total of 340 hours over the 4 years. In addition to supervision meetings, for the supervisors this also includes preparations, studying, seminars etc. In practice supervision time can vary depending on which phase the PhD student is in. The supervision is generally allocated 2/3 and 1/3 respectively between the primary and secondary
supervisor. A deputy supervisor replaces the ordinary supervisor when he/she is absent for longer than 3 months and if the PhD student so desires. The PhD student and supervisor conduct supervision meetings as arranged. It is incumbent on both the supervisor and the PhD student to prepare each supervision meeting. The mode of working should be mutually evaluated annually and adjusted when necessary. This takes place in connection with the annual report to FUN-Samfak on the progress of the PhD. You can read about supervision in HF 6 chapter 31, 32 §§.

See also the National Agency for Higher Education’s text: http://www.doktorandhandboken.nu/handleddingstod.4.42e1e22b10fe36924fe8000511.html (In Swedish.)

Terms of employment
See the faculty guidelines: (also concerns departmental duties, extension of the study period, supervision etc.) See Rules for PhD students.

Trade union organisations
As a PhD student you can join Sulf (Swedish Association of University Teachers), a union within Saco (the Swedish Confederation of Professional Associations). Sulf has a section for PhD students, the Swedish Association of Doctoral Students, with about 4,500 members, which specifically looks after the interests of PhD students (you can register on Sulf’s website). Tco (The Swedish Confederation of Professional Employees) includes Statsjäntemannaförbundet/Swedish Union of Civil Servants www.stmf.se (In Swedish.)

See an overview at http://dinsida.gu.se/foreningar/personalorganisationer (In Swedish.)
http://dinsida.gu.se/english/Associations_at_GU/ (In English.)
SACO/Sulf, ST and SEKO organise employees within colleges, universities or other research-oriented organisations. For more information on the respective union see
http://www.saco.fack.gu.se/
http://www.sulf.fack.gu.se/
http://www.st.org/index.php?id=5297
http://avdelning.seko.se/~goteborg/ (In Swedish.)

Unemployment benefit funds
When you join a trade union you also sign up for an unemployment benefit fund. It is, however, possible to be affiliated solely to an unemployment benefit fund. The largest unemployment benefit fund for academics is AEA, (Akademikernas Erkända Arbetslöshetskassa), which is Saco’s unemployment benefit fund. See http://www.aea.se/ (In Swedish.)
http://www.aea.se/in_english.aspx (In English.)
The rules pertaining to unemployment benefit for PhD students are quite strict; in principle they require postgraduate studies to be discontinued. Talk to an unemployment benefit fund about what applies.

Vice-Chancellor
At GU is Pam Fredman. See: http://www.gu.se/omuniversitetet/Ledning/rektor (In Swedish.)
http://www.gu.se/english/about_the_university/Management/Vice-Chancellor/ (In English.)

The Work Environment Handbook/Work Environment
See http://www.fa.adm.gu.se/arbetsmiljo/arbetsmiljohandboken/ (In Swedish.)
http://www.fa.adm.gu.se/english/workenvironment/preventivework/ (In English.)

Work environment representative at SGS
Marie Thynell marie.thynell@globalstudies.gu.se
She deals with questions regarding the physical and mental working environment at SGS.

Responsible for the work environment at SGS is the Head of department, Stina Sundling Wingfors Stina.s.wingfors@globalstudies.gu.se
Your page
for employees at GU: http://dinsida.gu.se/ and
http://dinsida.gu.se/english/ (In English.)

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