



Welcome to doctoral education at Karolinska Institutet and to the Institute of Environmental Medicine

Karolinska Institutet (KI) is one of the world's leading medical universities whose researchers produce work of supreme international influence. We are proud of our doctoral students, all of whom contribute greatly to the high quality research conducted at the university. Our responsibility as an academic institution is to ensure that our doctoral students receive solid research training and leave KI with a doctoral degree, fully prepared to enter a competitive global job market.

You begin your journey as a doctoral student after having been selected as a important contributor in our shared goal of advancing our (KI's) position and making a crucial contribution to the improvement of human health.

Welcome to doctoral education at KI!

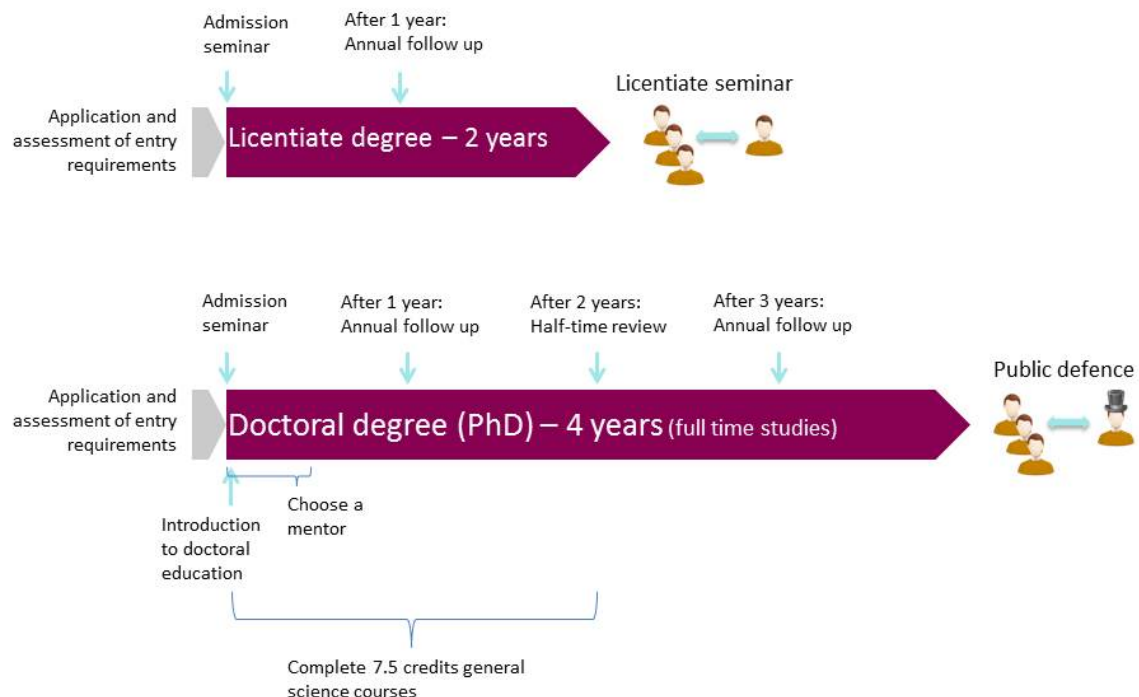


Diagram: Schematic outline of doctoral education at KI.



What is doctoral education?

Put simply, it is research that is conducted under supervision complemented with other educational activities, in order to attain knowledge and understanding, competences and skills, as well as sound scientific judgement and approaches. This is the overarching outcomes for the degree of doctor (and licentiate degree) as formulated in the Higher Education Ordinance. How this is achieved is very much an individual matter, so in a sense there are as many education processes as there are students.

Your individual study plan describes your scientific project as well as your individualised intended learning outcomes – designed to suit your specific subject and research project – and the research training activities that are planned to take you there. This becomes a roadmap for you to follow during your studies that will hopefully ease your supervision and help you build a clearer understanding of what is expected of you.

Your individual study plan is formally established on your admission to doctoral education, and once a year you and your supervisor will make sure that you are well on the way and make any necessary adjustments or revisions.

At the first annual follow-up, you will also be invited to a meeting with your department's director of doctoral education. In this way, all doctoral students get to meet the study director and he/she gets more insight into your and your fellow students' academic and social situation. After the equivalent of two years' full-time education, a more comprehensive follow-up is conducted known as the half-time review.

Websites for doctoral students

The following is a brief description of things you might need to know as a new doctoral student, but there is naturally much more besides this, and other questions will come up as you progress through your studies. You therefore have to be able to find the information you need on the web, both the central doctoral portal on "staff portal" and your department's own internal pages.

It's a good idea to bookmark the doctoral portal at <http://ki.se/en/staff/doctoral-education>. Here you will find useful material such as rules, forms and information about your thesis defence.

More department-specific information is available at IMM web <http://ki.se/en/imm/doctoral-education-at-imm>. There you find information on IMM specific routines for admission, annual follow-ups, half-time review, reporting on activity and financial support, reporting of credit-bearing activities and credit transfer, and dissertation.



Other information

The newsletter Doctoral Education News is sent out roughly every five weeks to you. News is also published regularly on the portal, so don't forget to check in there too.

If you can't find what you're looking for online, there are people around to help.

For matters regarding your individual study plan, course requirements, credit transfer, your half-time review and supervision, please see your supervisor or the director of doctoral education at IMM.

For practical matters such as LADOK please contact the administrator for doctoral education at IMM.

For matters concerning your employment, scholarships, insurances please see IMM Human Resources.

Introduction

During your first year of studies, you and all other doctoral students at KI must take part in a centrally arranged introduction. It's a good idea to sign up as soon as you can, as the earlier you do it, the more you'll get out of it. You can find the registration page on the doctoral portal.

Rules for doctoral education

The portal will also give you access to the *Rules for doctoral education at KI*, which all supervisors and students are expected to familiarise themselves with. Even though the rules can sometimes seem rather complex, the idea is to ensure that all students get the same opportunities to pursue a decent education and that KI complies with the regulations that apply to Swedish higher education institutes.

Courses and other learning activities

All doctoral students at KI are to acquire knowledge and skills by attending general science and project-specific courses and other credit-bearing activities. You can read more about this in the general syllabus for medical science (the doctoral subject that all new doctoral students are admitted onto).

It's a good idea to apply for the general science courses early on so that you have time to complete them before your half-time review. The application deadline for autumn semester courses falls around 15 May, and spring semester courses around 15 November. You can find what courses are available in the course catalogue. This and the general syllabus can be accessed through the doctoral portal.



Doctoral programmes

KI offers a number of thematic doctoral education programmes comprising an overarching range of courses and learning activities in different research fields. Taking part in activities arranged by the programmes is a good way to build yourself a network in your research field that extends beyond your own research group and department.

As a doctoral student you can register an interest in one or more programmes and find out about the courses and activities offered at any time by sending an email to the relevant administrator or coordinator. You will find their contact details on the KI intranet.

Courses can be applied for through the course catalogue in the normal way (see above) and are open to all, regardless whether or not interest has been registered.

Research schools

KI also operates a number of research schools. These schools are mainly designed for clinically active students, who attend courses and other activities as a class. See the web for more information.

Ladok

Your courses and other credit-bearing activities are recorded in Ladok, a digital documentation system for students. You can view the details registered under your name in Ladok and print them out via the “Ladok web” link on the portal.

Swedish courses

KI offers Swedish courses to students with little or no knowledge of the language. See Visiting Researcher on “staff portal” for more details.

Mentor

As a complement to the supervisor, an independent person shall be appointed to act as your mentor during the doctoral education. Mentors can come from within the university or from the council health services, industry or other sector of society, and are there to give you impartial advice on, for example, career planning or contact with extramural sectors. Think about what you would like to do in the future when selecting a mentor. While you have one year to find a suitable person it is a good idea to have a mentor already at the point of admission.

The Medical Students’ Union (MF) and the Doctoral Students’ Ombudsman

It’s also a good idea to join the MF’s doctoral section, which represents the interests of doctoral students at KI. The Doctoral Section has seats on the Board of Doctoral Education and other decision-making bodies at KI.

MF also has a Doctoral Students’ Ombudsman, who is there to help you if things aren’t working out well between you and your department or supervisor. The ombudsman treats all matters in the strictest confidence. Contact details can be found on the portal.



Contacts at the Institute of Environmental Medicine

Director of doctoral education: Lena Palmberg, e-mail: lena.palmberg@ki.se, phone 08 - 524 822 10

Administrators of doctoral education: Kamilla Sagrelius, e-mail: Kamilla Sagrelius, phone: 08-524 873 08 and Åsa Lycke, e-mail: asa.lycke@ki.se, phone: 08-524 874 94

Student representatives in the Doctoral Education Group: see <http://ki.se/en/imm/doctoral-education-at-imm>

Doctoral programme in epidemiology: Anita Berglund, e-mail: anita.berglund@ki.se

Doctoral programme Environmental Factors and Health: Johanna Zilliacus, e-mail: johanna.zilliacus@ki.se

Activities/other information for doctoral students at the Institute of Environmental Medicine

IMM coordinates two doctoral programmes, Epidemiology and Environmental Factors and Health. All doctoral students are encouraged to participate in the courses and activities organised by the programmes. For more information on the programmes go to their respective websites: <http://ki.se/en/staff/doctoral-programmes>

IMM organises two seminar series, where doctoral students present their projects.

For more information on the IMM PhD student seminars in epidemiology,

Contact Agneta Åkesson, e-mail: agneta.akesson@ki.se

For more information on the Environmental Factors and Health seminars,

Contact Johanna Zilliacus, e-mail: johanna.zilliacus@ki.se

IMM also organises the following seminar series: IMM seminars, IMM seminars in Epidemiology, IMM seminars in Toxicology, IMM seminars in Occupational research. All seminars are announced in the IMM and KI calendars, <http://ki.se/en/imm/calendar>

All IMM doctoral students are encouraged to take part in the introductory doctoral courses given at IMM: 1) Principles of Toxicology, 2) Epidemiology 1: Introduction to epidemiology and 3) Health risk assessment: Principles and applications. These courses provide an introduction to research areas at IMM and will give an excellent scientific background for collaboration and networking within IMM during the doctoral studies as well as in the future career.