



Where to turn when you need support

Support Information Folder

Information from the NVS Doctoral Student Council

About us

We are the Doctoral Student Council for the Department of Neurobiology, Care Sciences, and Society (NVS) at Karolinska Institutet (KI).

We are available to support PhD students with any issues they may encounter regarding their studies, and we safeguard the interests of all PhD students in NVS by acting as a voice for PhD students in meetings and committees.

Our council includes student representatives from the different divisions at NVS. If you have any questions or concerns regarding your PhD journey, you can contact the representative from your division or any other member of the council. You find all of us at our homepage:

<https://ki.se/en/nvs/welcome-to-the-nvs-doctoral-student-council-webpage>

While the NVS Doctoral Council provides a line of support, we would like to highlight other resources available at KI. In this folder, you will find information about where to turn when you need support.



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The Doctoral Students' Association (DSA)

Although the NVS Doctoral Council is individually organized, we have close collaboration with The Doctoral Students' Association (DSA), which is a section of the student union Medicinska Föreningen (MF) at KI. DSA is the central doctoral organization; an active and dynamic group of students that represent doctoral students from all departments at KI, and DSA has local representatives at each department. DSA, for instance, organizes social and professional activities, lobby for salary increases, and represent us at more central levels at KI.

If you need any help, or want to engage yourself centrally in the DSA, please have a look at their webpage where you will find a lot of useful information, resources, events, and whom to contact. DSA also publishes the PhD Information Booklet:

<https://www.phdsa.se/phd-information-booklet/>



**Medicinska
Föreningen**

<https://medicinskaforeningen.se/>



<https://www.phdsa.se/>



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Supervisors and mentors

Principal supervisor

The principal supervisor is the first resource for students in need of support and advice. Supervisors are expected to make themselves available to their students, to be clear and consistent in their supervision, and to critically review the results obtained. Supervisors are also required to promote equal treatment by taking a firm stand against all forms of discrimination and harassment and to be fully familiar with the rules and conditions of doctoral education.

Co-supervisor

The main role of the co-supervisor is to complement the scientific expertise within a doctoral project. However, the specifics of the role can vary and must be detailed in the student's Individual Study Plan (ISP).

Every year, the doctoral student and the supervisors shall have yearly follow-up meetings. The following document can aid the discussion: <https://ki.se/media/204/download>

External Mentor

Each student has one or more external mentors to supplement the input of the supervisors. External mentors can come from within the university or from the county health services, industry, or any other sector of society. Their role is to provide independent advice on, for example, career planning, contact with healthcare consumers, or any other issue regarding doctoral studies.

If you need help finding a mentor, this website helps linking students and mentors together: <https://mymentor.ki.se/>





Committee for Doctoral Education at NVS (FoUK)

The Director of Doctoral Studies, Deputy Director of Doctoral Studies, coordinator, and division representatives together form the committee for Doctoral Education at NVS (FoUK). FoUK provides information, advice, and administrative support regarding admissions, individual study plans (ISPs), credit transfer, half-time procedures, and degree requirements.

<https://ki.se/en/nvs/committee-for-doctoral-education-at-nvs>

Director of Doctoral Studies

The main responsibilities of the Director are to support doctoral students and their supervisors, to maintain a high standard of doctoral education, and to ensure compliance with all pertinent regulations and instructions, including the Faculty Board's intentions. The director provides information, support, and guidance, including on issues, problems, or conflicts should they arise. No issue is too small to discuss!

<https://staff.ki.se/media/1822/download>



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Work environment

NVS working environment group

The work environment group at NVS consists of representatives from the employer, equal treatment representatives, safety representatives, health promotion representatives and doctoral student representatives. The names of all representatives are found at the link below.

<https://medarbetare.ki.se/arbetsmiljogrupper-vid-nvs>

Report incidents and irregularities anonymously

Any accidents, near-miss incidents, harassments and violations should be reported through KI's reporting system. The system is used to improve the work environment and safety. When reporting, you can be anonymous.

<https://staff.ki.se/reporting-incidents>

Ergonomics

Your workplace shall be ergonomically adapted, including equipment and tools. When working with screens, such as your computer, you have the right to an eye examination and if needed, work glasses.

<https://staff.ki.se/ergonomics>

Read more about the work environment at NVS here:

<https://staff.ki.se/work-environment-at-nvs>

Read about the Work Environment Dialogue for students here:

<https://medarbetare.ki.se/media/163226/download>



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Work environment

Doctoral Students' Ombudsperson

An independent expert employed by MF to provide doctoral students with support regarding KI's rules or in the case of conflicts and other situations. The ombudsperson works under complete confidentiality unless explicitly told otherwise by the doctoral student seeking advice.

<https://medicinskaforeningen.se/en/student-rights/ombudspersons/>

Student Safety Representatives

Students chosen by MF to monitor and advocate for good working conditions (physical, organizational, and social) for all students (including doctoral students) in the department. Doctoral students who are employed by KI may also discuss work environment issues with a local safety representative at the department. Ask the work environment group at your department who to contact.

<https://education.ki.se/student-safety-representative-studerandeskyddsombud-at-ki>



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Physical and mental health

Avonova

Assists with work-related issues in cooperation with the KI line manager. You are entitled to two visits with Avonova for work-related issues. After that, the line manager's consent is needed.

<https://staff.ki.se/occupational-health-service-at-ki>

Reimbursement for medical treatments and prescription drugs

If you need medical treatments or prescribed drugs, then KI will reimburse you for some of the costs. <https://staff.ki.se/reimbursement-for-medical-treatment-and-drugs>

Counselling helpline

Doctoral students (both scholarship-holders and those who are employed at KI) may call the counselling helpline operated by Falck Health Care, whose experienced consultants can provide advice on work-related psycho-social issues as well as private and legal matters. The number is **0200-216300** and the service is available around the clock.

<https://staff.ki.se/staff-support-around-the-clock-telephone-counselling>



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Physical and mental health

KI Health Promotion

Operates gyms at both KI campuses. Entrance to the gyms and attending exercise classes (both in-person and online) are free of charge. There are also tennis courts and a sports hall, free to use. Check out the website for more information and download the app to access the facilities and book classes and sports courts.

<https://staff.ki.se/health-promotion>

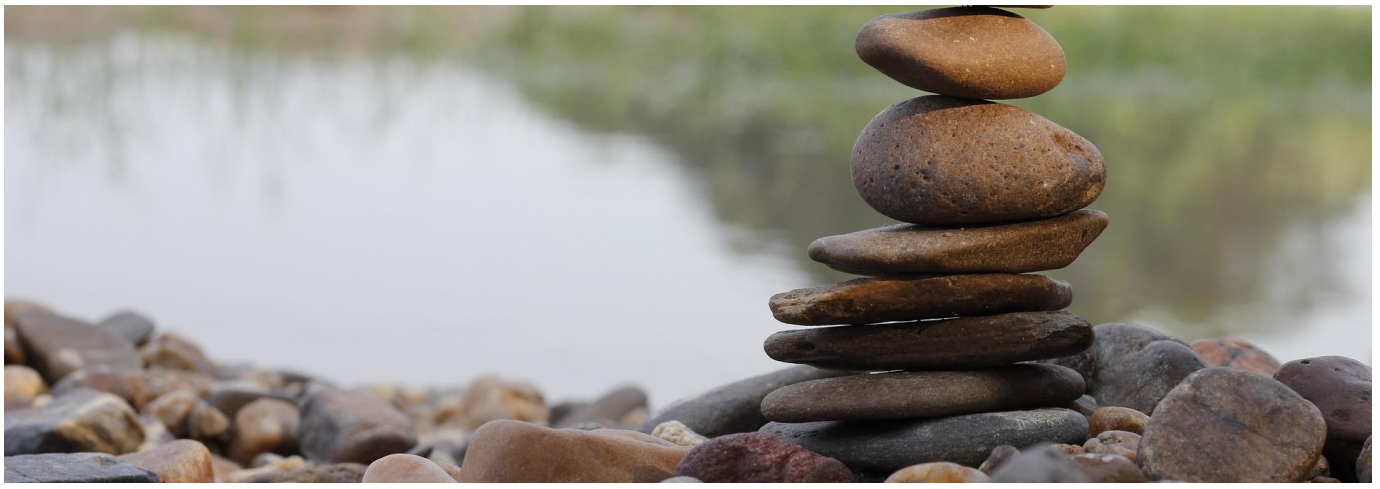
Wellness benefits

As an employee, you can get a wellness allowance of 3000 SEK per year to use for physical activities, and one wellness hour per week.

<https://staff.ki.se/regulations-regarding-wellness-benefits-at-ki>



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Emotional and spiritual health

University Chaplaincy

Physically located at Södertörn University, but welcoming PhD students from all universities and faiths, the university chaplaincy is there for you when life feels complicated or if you need to discuss doubts, meaningfulness, future, choices, relationships, or faith. No subject is too small or big for their space. The university chaplaincy is rooted in Christianity but can connect you with representatives from other religious traditions. And even if you're not religious, you are also very welcome.

<https://www.sh.se/english/sodertorn-university/student/opportunities-resources-and-rights/university-chaplaincy>

<https://universitetskyrkanstockholm.squarespace.com/>



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Other sources of support

International staff services

KI's international staff services give practical information to international students on residence permits, Swedish language courses, and other such matters.

<https://staff.ki.se/international-staff>

Trade unions

If you are not already a member of a trade union, consider becoming one. If you should find yourself in need of legal advice or get into a disagreement with your employer (regarding salary, working environment, contract, etc.), they have the formal right to represent and negotiate on your behalf. However, many trade unions have a deferment period, commonly three months. Hence, membership is required before a difficult situation arises.

Swedish National Union of Students (SFS)

An association of student unions at Swedish universities and colleges. They represent students with different backgrounds and from different types of education. SFS is regarded as an important interlocutor for decision-makers who decide on issues concerning higher education and students, such as the parliament and the government.

<https://sfs.se/>

SFS has a comprehensive guide for doctoral studies in Sweden, including information on the admissions process, to what you need to know during your studies, and the laws describing your rights.

<https://phdhandbook.se/>



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