

Support at Dissertations, CNS/Neuro

For help with booking of hotels/travel for opponents and examination board members, administration around reimbursement for opponents and examination board members and/or help with food/drink orders: contact Nilla Karlsson (nilla.karlsson@ki.se)
Please remember to contact Nilla in good time if you need help.

Financial support of a **total of 45.000kr** per PhD student is provided for:

1. Premises costs for a defense
2. Reimbursement of the opponent
3. Coffee and refreshments for the opponent and the examination board in connection with the defense
4. Refreshments at the examination mingle when the decision is submitted
5. Travel and accommodation for opponent and examination board
6. Printing of the thesis (max 50)

Financial support is **not** provided for:

7. Costs associated with the defense dinner/party
8. Alcoholic beverages

In order to benefit from the support for *future* dissertations, please do the following:

- * When booking a room in TimeEdit (#1), or submitting reimbursement forms for expenses (#1-6), enter account K825021012 on the form.
- * If you choose to book travel(s), hotel, etc yourself: ! In all cases, you must indicate "**DISPUTATION NEURO**" plus the student's name, and **always use- the reference ZZK8NILLKA** on the invoice, disbursement, or booking in question.

The invoices are then sent directly to the department (Nilla).

Please note that in case the department's budget is exceeded, costs may need to be transferred to the research group's own project accounts.

Billing address

Karolinska Institutet
Fakturor
Box 231 09
104 35 STOCKHOLM