

Funding to cover living expenses

All doctoral students are entitled to funding for living expenses during their graduate studies. The funding should be described in the study plan. Before a doctoral student is admitted to the programme, a funding plan should be arranged. The supervisor is responsible for planning the funding in collaboration with the doctoral student. The source of this funding may vary, but the funding plan that was approved in connection with admission should not, under normal circumstances, be altered during the programme.

The doctoral programme involves four years of study. At the time of admission, all doctoral candidates must have secured funding for four years, either through departmental funding, scholarships, project funds, or other sources. The source and type of funding may vary during the programme.ⁱ

Examples of different funding alternatives are described below. The funding plan may include several of these alternatives.

1. Employment as a doctoral student

The School receives funding from the Faculty of Social Sciences in order to offer a number of doctoral studentships. Such employment is time limited and is evaluated in relation to the study plan and update reports.

2. Scholarships

In some cases, doctoral research may be funded through scholarships. These funds typically originate from organisations or foundations that are connected to a specific research project. The funds are tax exempt. Doctoral students that receive scholarships are not employed by the University.

3. Project funding

Doctoral students who receive project funding are usually part of larger research programmes funded by government research councils. The funding body pays the School directly, and the School in turn pays a doctoral salary to the researcher. This means that the doctoral student is employed by the university and can thus enjoy the same social security as doctoral students who are funded through a doctoral studentship.

4. Additional sources of funding

In certain exceptional cases, other types of funding may be available. The doctoral student may have an external sponsor or be able to privately fund the research. In both cases, funding must be paid to the university, which in turn employs the doctoral student.

5. Changing the source of funding

Changing the source of funding is generally not allowed and the initial funding plan must be adhered to.

6. Funding for research activities (FIFF-D)

Doctoral may apply to FIFF-D for funding to cover research activities. Each doctoral student may apply for up to 15,000 SEK per academic year to fund research activities and equipment. Funding from one year can be saved and used later on in the programme.

In addition to the annual grant, up to 15,000 SEK can be used for proofreading of the final thesis manuscript. The doctoral student may apply for this additional grant when the supervisors and RDPC have given the go-ahead for the public defence of the thesis.

In total, the doctoral student may apply for 80,000 SEK for four years of study (60,000 SEK + 5,000 SEK for software), provided the full grant for proofreading is used (15,000 SEK). The FIFF-D grant can only be used while the doctoral student receives funding for doctoral studies.

In order to be eligible for the FIFF-D grant, the doctoral student must be registered in the doctoral programme and be fully active at the department.

The funds can be used for:

- participation in research conferences (conference fees, travel and accommodation)
- participation in doctoral courses outside Stockholm (travel and accommodation)
- field work expenses
- digital software
- proofreading of research reports
- proofreading of final thesis manuscript

The doctoral student is responsible for making sure that the maximum limit of FIFF-D is not exceeded. At the department, the research coordinator keeps a record of previous FIFF-D payments and the financial manager keeps a record of payments done during the current year.

Application and payment

Please use the application form which is available to download from:

www.sbs.su.se/doktorand

The application must be submitted before the activity in question takes place. Reimbursement is made upon the presentation of original receipts. This is how it works:

- 1) The doctoral student is responsible for making sure that the maximum limit of FIFF-D is not exceeded.
- 2) The doctoral student needs the approval of the principal supervisor prior to the purchase/activity.
- 3) The doctoral student may ask for an invoice or pay himself/herself.
- 4) The receipt/invoice and application form should be given to the principal supervisor who will sign the document.
- 5) The doctoral student also requires the signature of the RDPC chair.
- 6) The signed application form and the receipt/invoice should be submitted to the School's financial manager.

- 7) The invoice will be paid or a payment will be made to the doctoral student to cover expenses.

7. Funding for the doctoral thesis

Additional costs in connection with the final thesis (excluding printing the deposit copy and distribution to research libraries, the thesis committee, and the opponent) are not covered by the School. Such additional costs may involve colour images, photographs, and special layout.

8. Credit for expenses

Debit cards

Doctoral students who are employed by Stockholm University are entitled to a debit card with up to 30 days of credit, which means that no personal expenses are necessary prior to reimbursement, provided that all receipts/invoices are submitted in time. The card holder is personally responsible for all payments, including those in connection with work. Read more on Stockholm University's website (in Swedish) under Anställd » Personal » Resor » Betalkort.

<http://www.su.se/medarbetare/personal/resor/betalkort>

There you will find an application form that has to be signed by the Head of Department.

Travel advances

Doctoral students who are employed by Stockholm University are entitled to receive an advance payment for planned business trips. All expenses must be accounted for.

Read more on Stockholm University's website (in Swedish) under Anställd » Personal » Resor » Tjänsteresor » Reseförskott.

<http://www.su.se/medarbetare/personal/resor/tjansteresor/reseforskott>

There you will find an application form that has to be approved and signed by the Head of Administration.

ⁱ When the department admits a doctoral student who is funded, entirely or partly, through an external sponsor the supervisor acts as a project leader with certain responsibilities towards the external sponsor. The supervisor should handle commitments made in the externally funded research plan while the interests of and possibilities for the doctoral student to develop into an independent researcher through the doctoral programme are looked after. A doctoral researcher who is admitted with an external sponsor should be presented with a clear and structured plan of the assignment within the financed project, and a preliminary plan should be included in the documentation on which the decision to admit the candidate to the doctoral programme is based. It is the responsibility of the project leader/supervisor to deal with any problems that may arise following a potential divergence between the project goals and the interests of the doctoral researcher, in order for the doctoral researcher to complete the doctoral programme. A doctoral researcher who is admitted with an external sponsor agrees to work within the project, both on research activities and on writing planned research reports. Such conditions should be included in the individual study plan and may, when not met, lead to a discontinuance of the doctoral studies.