



UNIVERSITY OF
GOTHENBURG

SAHLGRENKA ACADEMY

NEW PHD STUDENT

Information to prepare your stay



Content

| | |
|--|-----------|
| About the Sahlgrenska Academy | 3 |
| Organization | 3 |
| Quick facts | 3 |
| The name Sahlgren | 4 |
| Nobel Prize | 4 |
| Structure of the PhD education | 4 |
| Pre-arrival | 4 |
| Residence permit & Visa | 4 |
| EU citizens and citizens of the Nordic countries | 4 |
| Non-EU citizens staying for more than one year | 4 |
| Non-EU citizens staying for less than three months | 5 |
| Swiss citizens staying more than three months | 5 |
| Insurance | 5 |
| Phd students employed by the University of Gothenburg | 5 |
| Phd students with scholarship | 5 |
| Phd students with external funding | 5 |
| Home insurance | 5 |
| Accommodation | 6 |
| Arrival | 6 |
| Collect your welcome package | 6 |
| Welcome services at GU | 6 |
| Introduction at the department | 6 |
| Necessary procedures upon arrival | 6 |
| 1. Civic registration | 6 |
| 2. Bank Account | 7 |
| 3. Registration at the Swedish Social Insurance Administration (Försäkringskassan) | 8 |
| 4. Tax registration – Swedish income tax | 8 |
| 5. ID – card | 8 |
| GU-card, library card and keys | 8 |
| Wireless internet | 9 |
| Introduction Day | 9 |
| Staff Portal | 9 |
| Support | 9 |
| Language course | 9 |
| Sahlgrenska Academy International Office (SAIO) | 9 |
| Outside the university | 10 |
| Trams and buses | 10 |
| Get familiar with the city | 10 |
| Social events | 10 |
| Student discounts | 10 |
| Checklist | 11 |
| Pre-arrival | 11 |
| Arrival | 11 |

WELCOME TO THE SAHLGRENKA ACADEMY!

This folder will introduce you to the faculty and give you information about practical matters.

About the Sahlgrenska Academy

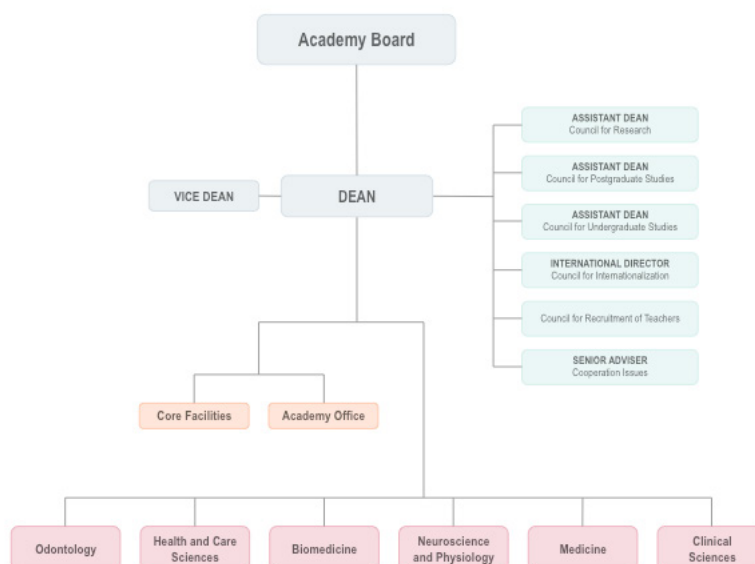
Sahlgrenska Academy is the medical faculty of the University of Gothenburg. We conduct education and research in medicine, odontology and healthcare science.

Formally established in 1954, we are a relatively young and modern faculty focused on collaboration, innovation and progress. Today, top researchers – among them a Nobel laureate – and 5 000 students come together under our roof, engaging in programmes that all allow close contact with academic staff and practical everyday healthcare.

The faculty is top-ranked, which gives our students the possibility to meet excellent researchers in different fields. Close integration of teachers, researchers and students makes education strongly connected to research and with a patient-oriented approach. Both education and research are clinical by nature and are carried on in close cooperation with Sahlgrenska University Hospital, the Swedish Dental Service, and industries. <http://sahlgrenska.gu.se/english>

Organization

The faculty has six institutes in the fields of medicine, odontology and health care sciences. It is the largest faculty at the university when it comes to funding. Researchers annually attract external funding of 91 million Euros. Sahlgrenska Academy hosts half of the number of professors and PhD students at the university.



Quick facts 2018

| | |
|-------|--|
| €91 | Millions in external funds |
| 200 | Professors (500 at GU) |
| 730 | Research students (1800 at GU) |
| 5 000 | Students at bachelor/master level (25 000 at GU) |
| 5 | Ranked top 5 in Odontology (Shanghai ranking) |
| 50 | Ranked top 50 in Medicine (Shanghai ranking) |

The name Sahlgren

Niclas Sahlgren was born in Gothenburg. He spent his late teens and early twenties in Holland, France, England and Germany, before returning to Gothenburg in 1729, where he worked as a wholesaler. Four years later, he was appointed director of the Swedish East India Company, a position he held for more than thirty years. Niclas Sahlgren became a rich man and donated large sums of money – as well as real estate – to a hospital in Gothenburg, among others. This hospital became known as Sahlgren's Hospital – or Sahlgrenska University Hospital, as it is known today.



Niclas Sahlgren (1701-1776)

Nobel Prize

In 2000, Professor Emeritus Arvid Carlsson was awarded the Nobel Prize for his research in the field of neuropharmacology. He received the award for his discovery that dopamine is a signal substance in the brain and that dopamine is of major significance to the control of our movements. As much as forty years ago, Arvid Carlsson was able to demonstrate that dopamine acts as a message carrier molecule in the brain, and that a shortage of this substance gives rise to impaired motor skills in the case of Parkinson's disease, for example.



Structure of the PhD education

PhD studies in Sweden are usually four years full time studies. Clinically active staff can do the PhD programme part-time, usually in eight years. A PhD study (third-cycle studies) comprises of 240 credits (equivalent to four years of full-time studies) and is intended to end with a Degree of Doctor of Philosophy. There are no tuition fees for PhD studies in Sweden.

The vast majority of PhD students have 2-4 publications in their thesis and the defence is public.

Pre-arrival

Welcome Services at the university has a lot of useful information to prepare your stay <https://www.gu.se/english/welcomeservices/permits>

Residence permit & Visa

EU citizens and citizens of the Nordic countries

EU citizens and citizens of the Nordic countries have the right to live, work and study in Sweden without a residence permit. When entering Sweden you'll need a valid passport or ID card proving your citizenship. More information can be found on the Swedish migration agency website: <http://www.migrationsverket.se/English/Private-individuals/EU-citizens-and-long-term-residents/Work-study-or-live-in-Sweden-for-EU-citizens.html>

Non-EU citizens staying for more than three months

Non-EU citizens staying for more than three months

If you are a resident from a non-EU country and will be staying in Sweden for more than three months you need to apply for a residence permit before entering Sweden. Phd students should apply for a residence permit for PhD studies. It's important that you have the right type of residence permit from the start that applies for PhD-studies. Otherwise this can effect your chances of getting a permanent

residence permit after completion of your PhD studies. The application is made online at the Swedish migration agency website: <https://www.government.se/government-policy/migration-and-asylum/list-of-foreign-citizens-who-require-visa-for-entry-into-sweden/>

You'll need to upload a certificate proving the following:

- Acceptance as phd student including dates of stay
- Finances for your full stay in Sweden
- Insurance

The Sahlgrenska Academy International Office or your institution will be able to provide you with such certificate.

Non-EU citizens staying for less than three months

If you are a resident from a non-EU country and will be staying in Sweden for less than three months you do not need to apply for a residence permit. Please note however that citizens of some countries need a Visa to enter Sweden. A list of countries can be found on the Swedish migration agency website: <http://www.government.se/government-policy/migration/list-of-foreign-citizens-who-require-visa-for-entry-into-sweden/>

Swiss citizens staying more than three months

Swiss citizen can move to Sweden to study and work. If you are staying longer than three months, you will need a residence permit. More information and application can be found on the Swedish migration agency website: <https://www.migrationsverket.se/English/Private-individuals/EU-citizens-and-long-term-residents/Swiss-citizens.html>

Insurance

Phd students employed by the University of Gothenburg

All employees at the University of Gothenburg are automatically covered by the university staff insurance which covers medical treatment, hospital care and occupational health care.

Phd students with scholarship

Hosting department will provide you with *The Swedish State's Health and Parental Insurance for doctoral students with stipends*. Please review the terms, you may need to have an additional insurance for your needs: <http://www.kammarkollegiet.se/english/insurance/doctoral-students-stipends>

Phd students with external funding

Hosting department will provide you with insurance. Please contact your host for more information.

Home insurance

In addition to health insurance we recommend that you also purchase a home insurance (hemförsäkring). This insurance should cover stolen or damaged property in your house/apartment as well as liability, legal expenses and travel insurance. If you have a car the insurance companies can offer insurance for this as well. Contact an insurance company for more information. Ask about special offers for students.

Accommodation

It is difficult to find accommodation in Gothenburg. We recommend that you start as soon as possible to look for a place to stay. The university has some apartments to let, but they can be quite costly – up to SEK 12 000 per month. It is easier to get an apartment once you are here, so the first weeks you may have to pay a higher rent. Information about housing options can be found here: <https://www.gu.se/english/welcomeservices/accommodations>

At Boplats private landlords sublet rooms and apartments and many students find accommodation through this database: <https://nya.boplats.se/sok>

Arrival

Collect your welcome package

Visit the Sahlgrenska Academy International Office (SAIO) to pick up your welcome package. The staff at SAIO will welcome you and answer practical questions you may have. SAIO have drop-in hours from Tuesday – Friday from 12 -2 pm and is located on Medicinaregatan 3, next to the Servicecenter. If you arrive here in Gothenburg during summer holidays, June 15 – August 20th you are welcome to email [your international coordinator](#) to schedule an individual appointment.

Welcome services at GU

Welcome Services at the university has a lot of useful information relevant when you have arrived in Gothenburg. <https://www.gu.se/english/welcomeservices/gothenburg-info>

Introduction at the department

Your host will introduce you to the department and the staff working there.

Necessary procedures upon arrival

There are some administrative tasks that you need to handle in the beginning of your stay. These are necessary in order to complete your process of employment contract, salary payment and social insurance. These tasks are carried out by different Swedish authorities and the process can be quite long. It is therefore important that you start immediately after arrival and that the tasks are done in the correct order. Below we have summarized the most important administrative tasks that you'll need to handle after arrival and also which documents you'll have to provide.

1. Civic registration

If you'll stay in Sweden for a year or longer you should register as a resident in Sweden. Once you have registered, you will receive a unique 10-digit personal identification number (personnummer).



If you are staying in Sweden for less than a year you should apply for a co-ordination number (samordningsnummer)

To ensure that your visit to the Tax Agency Office goes as quickly and as smoothly as possible, you should use the Move to Sweden service before you visit. <https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html>

Nearest tax office is located on the address Östra hamngatan 16, next to the mall “Nordstan”. A personal visit is required. You should bring the following document to your meeting at the

tax office:

- Passport
- Certificate stating that you are registered as a Phd student at the university or your contract of employment if you have already received this.

Non-EU citizens staying for more than one year also need to have a residence permit valid for more than one year in order to apply for the civic registration number. If your residence permit is valid for less than one year you should apply for the co-ordination number.

Your first salary payment cannot be carried out before you have received your civic registration/co-ordination number. It is therefore urgent that you do this as soon as possible after arrival. You will be able to use this number to simplify a whole range of transactions in the Swedish society, such as acquiring an identity card, opening a bank account and visiting a doctor. You can find more information in both Swedish and English at www.skatteverket.se.

2. Bank Account

There are several banks in Gothenburg that assist international students/staff with opening a bank account.

SEB: Closest office is located close to Skanstøget. The address is: Lilla Bergsgatan1. They are open Monday through Friday from 10am - 1 pm. You'll need to schedule an appointment in advance by email kontakta5003@seb.se or telephone +4631 622 820

Nordea Bank: Office is located at Västra Hamngatan 1. They are open Monday through Friday from 10am - 3 pm. You'll need to schedule an appointment in advance by email goteborg.1127@nordea.se or telephone no +4631 771 6659

You'll need to bring the following documents to the bank:

If you have a civic registration number:

- Passport
- Civic registration number
- Contract of employment
- Residence permit card

The process of opening a bank account is more complicated if you are staying for a short period and do not have a civic registration number. It might be easiest for you to use your bank account and bank card from your home country, even if this means that your transactions will result in currency exchanges.

If you do not have a civic registration number, and still want a Swedish bank account, you should bring:

- Passport
- Registration form signed by your host
- Form for scholarship holders: http://www.gu.se/digitalAssets/1358/1358422_1354809_certificate.pdf
- Nordea form for persons with tax residency outside of sweden: http://www.gu.se/digitalAssets/1358/1358444_nordea_certificate-of-tax-residency-outside-sweden.pdf

YOUR OWN BANK ACCOUNT

You can withdraw cash in all ATMs and make your purchases with the bank card. If you want to pay your bill with a credit card, you can do this at [Forex Bank](#), address: Kungssportsavenyn 22. You need to bring the following:

- The credit card (pin code needed)
- The bill/invoice with payment details; receiver's bank giro number/plus giro number etc
- Passport

If you choose another than bank than Nordea and would like to have you salary transferred to that bank you need to send in the form *Application/Change of employee information* to Nordea. http://medarbetarportalen.gu.se/digitalAssets/1345/1345660_nordea-blankett.pdf

3. Registration at the Swedish Social Insurance Administration (Försäkringskassan)

The Swedish Social Insurance Administration is the authority working with various benefits and grants in the social insurance system. Information can be found [here](#).

If you have a civic registration number you'll be automatically registered and do not need to contact this authority.

If you are moving to Sweden without being part of the civic registration (with/without coordination number) please register using [this form](#).

4. Tax registration – Swedish income tax

If you are funded by the University of Gothenburg you must pay taxes on your income. In some cases you also need to fill out a special form for your tax registration. You'll find more information [here](#).

We recommend that you contact a tax consultant or national tax agency in your home country before travelling to Sweden. Sweden has signed agreement with many countries to avoid double taxation.

5. ID – card

Students who have received a civic registration number can apply for a Swedish identification card at the Swedish Tax Agency. Information on how to apply for an ID card can be found [here](#).

You'll need to bring your passport and your residence permit in order to prove your identity.

GU-card, library card and keys

The GU card will be your access card to the premises at the department. The GU-card will be valid for the length of your stay. The card has a default setting of accessibility. If you need extra access, your host can help you with this.

EMPLOYED BY GU

If you are funded by the University of Gothenburg you'll receive your staff account details (x-konto) automatically by email and can visit the Servicecenter Academicum <http://www.gu.se/english/servicecenter/servicecenter-academicum> directly to print your GU-card.

Library access is included in the GU-card.

EXTERNALLY FUNDED

If you are externally funded or funded by scholarship you'll not receive a staff-account (x-konto). Your host will instead provide you with a special form for GU-card.

If you need to go to the library and borrow books, you can get a temporary library card. Your host needs to sign the application on your behalf. The application form can be sent to you if needed.

KEY

The department will give you a key to your working place. The key needs to be signed for and returned after your visit has ended.

Wireless internet

If you have received your staff-account (x-konto) you can use those credentials to access Wireless internet in all University buildings.

If you do not have a staff-account (x-konto) you can receive a temporary account for internet access, valid within the whole university. Please go to Servicecenter Academicum or your international coordinator to get this. This account needs to be updated once a month.

University of Gothenburg has *eduroam*, an internet service which many universities worldwide have, so maybe you can use your own credentials from your home university to log in.

Introduction Day

Every semester the University of Gothenburg arrange a one day introductory course for third-cycle students. The Vice-Chancellor Eva Wiberg will welcome you and you'll receive valuable information about the structure of the university and support functions for doctoral students. Registration in advance is required and made online: <http://www.medarbetarportalen.gu.se/kompetensutveckling/programochkategorier/introduktions>

Staff Portal

The Staff Portal is a website that collects current information, news, tools and services for personnel at the University of Gothenburg.

<http://medarbetarportalen.gu.se/?languageId=100001>

Support

Language course

The Unit for Academic Language (ASK) offers Swedish language courses for PhD students at different levels. The unit also offers language support in English at an individual basis. <http://uf.gu.se/english/ask>

Sahlgrenska Academy International Office (SAIO)

SAIO will assist you in practical matters related to your visit. You can send an email or visit the drop-in between 12 and 2pm, Tuesday-Friday. <http://sahlgrenska.gu.se/english/about-us/int-coop/saio>

Outside the university

Trams and buses

Gothenburg has a well-organized public transportation system. The city is easily accessible by trams, buses and boats which run frequently. We recommend that you download the app “Reseplaneraren” where you can find time tables in real time. You can buy a public transportation card valid on both busses, trams and boats at any “7-eleven” or “Pressbyrån” store around the city. Read more about the public transportation system at www.vasttrafik.se

Get familiar with the city

Even though Gothenburg is relatively small, you can find many activities for your spare time. The tourist office of the city offers useful information about the city <http://www.goteborg.com/en/> The whole Gothenburg-area including the beautiful archipelago is very accessible with your public transportation card.

Social events

Welcome Services at GU organize social events such as the International Café once a month. This is a network possibility for visiting researchers to meet each other. Please look for the next event in the calendar <http://medarbetarportalen.gu.se/gast/visitingresearchersandinternationalstaff/Calendar/>

Student discounts

As an active PhD student you can be entitled to student discounts through Mecenat. To access them you need to activate the function <https://www.mecenat.se/splashpage.aspx?splid=26#english> The logo of Mecenat will be printed on your GU-card.

Checklist

Pre-arrival

| | |
|-------------------|---|
| Need a visa? | Submit the certificate provided by SAIO in your application. |
| Residence permit? | Make sure to provide the right documents in your application. |
| Accommodation? | Please look through the alternatives given by your host. Contact SAIO for more details and assistance |
| Insurance? | Make sure that the terms works for your stay. If not, you may need to have an extra insurance |

Arrival

| | |
|--------------------|--|
| Welcome package | Please visit SAIO to pick up your package |
| Civic registration | Apply for civic registration/co-ordination number ASAP |
| Bank account | Decide if you need one and make sure to bring necessary documents |
| Social Insurance | Do you need to register at the Social Insurance Agency? |
| Tax registration | Should you pay Swedish income tax and do you need to register? |
| ID-card | Decide if you want one and make sure that you are eligible to apply. |
| GU-card | Get the documentation needed and visit Servicecenter Academicum to have your card issued |
| Internet access | Use your staff credentials or get your temporary account from SAIO |
| Library card? | If you need one, contact SAIO |
| Keys | Sign for your copy at the department |
| Introduction day | Sign up for the event at the staff portal |

