

**Graduate Education in History of Science,
Technology and Environment
at KTH
Rules, Guidelines and Good Advice**

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This document gives guidance for graduate education in the subject

History of Science, Technology and Environment
Historiska studier av teknik, vetenskap och miljö

as part of KTH's doctoral program

Studies in the Humanities and Social Sciences of Technology, Science and the Environment
Humanistiska och samhällsvetenskapliga studier av teknik, vetenskap och miljö

In this document the term graduate student is used almost exclusively, although this is a considerably more awkward term compared to doctoral student ("doktorand" in Swedish), for the reason that the term doctoral student is not supported by the Regulations of Higher Education and that its use could be misleading. Graduate students are students who have been admitted to graduate education, regardless of whether they have been admitted to a licentiate or a doctorate degree. This also applies regardless of how the studies are financed. One is of course free to use the more convenient term of doctoral student in one's daily work.

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Sabine Höhler provided the present translation to English in the fall of 2012. The most recent revisions were made in 2015.

Introduction

Researching is not easy but it's fun. And it is important. This should in any case be the starting point to begin doctoral studies and then perhaps to continue in academia. But for most it is not enough to just have the desire and the passion to compose a thesis. It needs also tutoring, guidance, advice and assistance. In addition, there is a comprehensive body of regulations that must be adhered to. The guidelines compiled here are designed to facilitate the daily work for both graduate students and supervisors at the Division of history of science, technology and environment. The idea is to clarify questions about responsibility and initiative, and to transfer some tacit knowledge to paper.

Graduate education in the history of science, technology and environment is regulated on three levels: national, within KTH and within the Division. On the national level the Bureau of Higher Education (Högskoleverket, HSV) is the responsible organization. The current framework of regulations can be found on its website (www.hsv.se) in the form of the higher education legislation (Högskolelagen) and higher education regulations (Högskoleförordningen). There is also a number of investigations and reports of general interest. HSV's homepage links for example to the graduate student handbook (www.doktorandhandboken.nu), which is filled with useful information.

At KTH the research education is regulated at different levels. The faculty board takes certain decisions; the school's director of graduate studies makes decisions in other matters and the Division's director of graduate studies yet other cases. The information on KTH's central organization and regulations can be obtained easily from the KTH handbook, which is available online. Part 2, Education and Research, gives answers to many questions about graduate studies, although some of the documents are mainly designed for the student but for the supervisor. The form collection on the KTH website also contains most forms which are needed during education. Make it a habit to always use the latest version of a form.

The person responsible for research education at the Division of history of science, technology and environment is the director of graduate studies. The director of graduate studies convenes with other directors of graduate studies in a research education council led by the school's graduate studies coordinator. Within the ABE school, Sven Ove Hansson holds this position. The subject representative will also be involved in some matters. This document covers issues specific to our research studies that are the subject neither of the higher education regulations (Högskoleförordningen), nor of KTH's and the ABE school's regulations.

The General and the Individual Study Plan

The General Study Plan

The general study plan for the history of science, technology and environment (Att. 1) is the key document for graduate education because it explains how the education is set up and what is required in the form of course work and thesis work. KTH's graduate committee, delegated by the faculty board, devises the general study plan, after having been treated in the school board. The general study plan is thus a central and formal document whose form is decided by KTH's general regulations, and which does not change very often.

The Individual Study Plan

The individual study plan is the second most important document in graduate education. The form can be found online among the KTH form collection. The form is not entirely self-explanatory. Therefore, a partly completed template is attached that can be used as a guideline (Att. 2).

The individual study plan is an agreement between the graduate student and the supervisor about what has been done and what will be done. Courses taken, thesis work, departmental services and other activities will be reported there. The document also states who is the co-supervisor and when the thesis will be presented at the higher seminar in the form of a thesis chapter, a midterm seminar or a final seminar. The more detailed the study plan, the better.

The individual study plan should be updated regularly, but at least once a year. It is the student's responsibility to update the plan. The updated study plan must be submitted to the Division's director of graduate studies by August 1 each year. The director of graduate studies approves the time frame outlined for the previous year's departmental work. The study plan will also be used as a basis for the meeting of all supervisors in September of each year. After the supervisors' meeting the study plan will be updated if needed. All study plans will then be submitted to the graduate studies director for approval by October 15. The Division's administrator ensures that the graduate student, the main supervisor and the director of graduate studies will receive copies of the submitted study plan. The student is responsible for providing the updated plans to the co-supervisor.

The students should have their individual study plans accessible on their computers so that tasks and achievements can be updated continuously. It is possible to update the plan more than once a year but the most recent version must still be submitted to the director of graduate studies by August 1 in order to provide access to the most up to date material for the supervisor meeting and to facilitate the general handling.

Admissions and Employment

Admission and employment are two different things, but they are linked. In the old days you could be admitted to a graduate program without also being hired as a graduate student. Today this is no longer possible. In an effort to shorten the graduate program it was decided in the 1990s that the period of graduate education should last no longer than four years (that is the time theoretically equivalent to the credit points required). It was also decided that one could not be admitted as a graduate student if four years of funding were not secured from the beginning. Nowadays, when the Division would like to adopt a graduate student it must show

that funding is available for the entire period of education – two years for the licentiate, four years for a doctoral degree – otherwise the admission will not be approved by the graduate admissions director. There are exceptions, such as when an employer pays for graduate studies.

Admission to graduate studies is done in several steps. The admission board of the Division, consisting of the prospective supervisor, the director of graduate studies and a third person decides on admissions at division level. The basis for such a meeting is a project proposal, a study plan, current curriculum vitae and academic transcripts as well as financing decisions. The application will then be forwarded to the school for admission. Graduate students admitted to the Division will check the box for the philosophical licentiate degree (fil.lic.) or philosophical doctorate degree (fil.dr.). Those students who have been accepted for a licentiate degree and want to continue after their graduation must be re-admitted for doctoral studies.

Students who are on sick leave or parental leave during their graduate education will be granted an extension of employment of the same amount of time. It is also possible to take a leave of absence from the graduate education.

This implies also that the job security for a student admitted to research education with the aim of defending a thesis is very high. Those admitted to take the doctoral examination will be employed for four years. Those admitted to take a licentiate examination will be employed for two years, provided that they follow the agreements in the general study plan. After the two, respectively four years, though, the graduate student can claim no further employment rights, and employment ceases. The admission, however, will not cease. The only way to be dismissed as a graduate student is to graduate or to resign from their position.

Although the Division is not obliged to supervise graduate students whose doctoral position has expired, there has been so far no case in which supervision did not continue with the common goal of achieving a licentiate or a doctoral degree. The Division is not in charge of how the student can make a living after the graduate time has expired, unless the supervisor or the head of division can find some other agreement with the student (see last section).

Scholarship Funding

Students who are admitted for a licentiate degree and then would like to continue their studies to take the doctorate may face problems if continued funding as part of a doctorate education cannot be arranged. It is then possible to discuss a solution that includes scholarships. KTH has clear guidelines for scholarship funding and the Higher Education Bureau (Högskoleverket) has recently investigated the issue. Whether scholarships are a solution in such a situation should be discussed between the supervisor and the graduate student. The Division considers scholarship funding for a part of four years a last resort. It is not possible to be admitted for graduate studies, even for a licentiate degree, with only scholarship funding.

The student is free to earn a living through scholarships after the graduate position has ended until the thesis is defended. Since, however, the right to supervision ends with the graduate position, the student has to find an agreement with the supervisor(s) about how and when the graduate education shall end.

The Graduate Ladder

The salary during the time of graduate studies is regulated by the so-called graduate ladder, which has four steps. The first step denotes the starting salary; the second step will be reached after completion of 30 percent of the graduate study requirements; the third step after completion of 50 percent; and the fourth and last step after completion of 80 percent of the graduate study requirements (Att. 3).

Departmental Services

Graduate students admitted to a doctoral degree can expand their graduate time by a maximum of one year's departmental services ("institutionstjänstgöring"). The Division has no obligation to offer this possibility, but it may do so to the extent in which appropriate tasks are available.

Departmental duties can consist of different tasks, of which teaching is the most common. For those students who aim at an academic career it will be meritorious to have teaching experience, and they should consider this already during their graduate studies. The student who would like to teach will have to take a pedagogical course (3 credit points). Formal teaching qualifications are by now also a requirement for most lecturer positions.

How much you get "paid in time" for teaching at the Division is determined by a special pattern (Att. 4). It is possible to deviate from this pattern for special reasons. The director of graduate studies will have to approve the listing of each year's departmental duties in the individual study plan. However, it will be the director of undergraduate studies or in some cases the course responsible teachers who will indicate whether a certain contribution to instruction should be counted in a different way than shown in the template.

Besides teaching departmental duties may also consist of other tasks. One is to be the student representative. Tasks can also be to participate in working groups in the Division's internal work; to be responsible for the higher seminar; or to arrange conferences. The time compensation for such forms of service is agreed on with the head of division. The graduate student should make sure beforehand how much compensation will be assigned and write this into the study plan. Trying to regulate these matters long afterwards is not recommended for several reasons.

Other Economic Issues

Since all graduate students are admitted in external research projects with different funding institutions the economic conditions are also different regarding the salary. The Division will, however, answer for a minimum level. Everyone enrolled in graduate education will be offered a computer and office space. If a student wishes to purchase a new computer during the graduate time this needs to be discussed with the main supervisor.

It is important to present one's research at conferences. Since all graduate students on their way to the doctorate examination are expected to present their research in at least two conferences, including at least one international conference, the Division will support one national and one international conference trip, which includes registration fees, cost of travel, accommodation and allowable expenses. It is expected, however, to travel economy class and not to live too luxuriously. Before each trip, students fill out a travel order that the head of

division will approve. Ask the Division's administrator for advice. It is also expected to look out for scholarships for certain conferences specifically addressing graduate students. Talk to your supervisor or get information on the conference webpage or call for papers. Moreover, a variety of other scholarships are available that you can apply for to allow for multiple trips.

The KTH library (KTHB) does not always contain the reference literature that you may need as a historian of science, technology and environment. If you find a key historical work missing from the library's department of history of science, technology and environment ask the library to make a purchase. Literature can also be borrowed from other Stockholm libraries or via interlibrary loan. The person responsible for the library's department of history of science, technology and environment is Tommy Westergren. However, sometimes it can be important to buy and own certain literature that is central to the thesis. Therefore, you have the opportunity to purchase books for a total of SEK 2500 per academic year. If more is needed it will have to be discussed with the main supervisor. If the project funds do not allow for the extra money the question needs to be taken to the head of division.

Courses

The general study plan lists the obligatory courses that must be taken during graduate studies for the doctorate or licentiate. It is the director of graduate studies' responsibility to ensure that these courses are offered regularly. Elective courses can either be taken with the Division or at other universities. At the Division, electives have traditionally either been given in connection with a visiting researcher, or as part of a research collaboration. It is also possible to initialize electives based on the graduate student's areas of interest. It is important that the student and the supervisor maintain a continuous dialogue about which courses are appropriate and when they should be taken.

Reading courses may also be included in the graduate examination. A literature course must not consist of empirically oriented literature that the student has to read for the thesis but must differ from thesis work. It is possible to take a literature course worth between 1 and 10 credit points. The main supervisor will put together the literature course, often in consultation with the graduate student. It is also the main supervisor who determines the credit point equivalent of a particular reading material. When the literature course has been completed and examined the student hands the results to the person in the department who is responsible for reporting the credits to the study records system Ladok. Documentation will consist of a reading list, the name of the course in both Swedish and English, the number of credit points, the date of approval and the supervisor's signature. The director of studies will receive a copy for ongoing quality assessment.

It is possible to be exempt from the obligatory courses if the student has completed a corresponding course elsewhere. The documents for such an exemption must be submitted to the director of graduate studies for reporting to Ladok. They consist of the proof of a passing grade and a certificate from the supervisor that the course can replace the required course or course part. The exemption will also be recorded in the individual study plan.

Thesis

According to KTH rules the thesis will normally be written in English. If the student would like to write in another language, a waiver from the school's graduate studies director (Sven Ove Hansson) needs to be obtained. The waiver application should show that there is

sufficient competence to assess the thesis in the language in which it is written. Furthermore, a tradition in the subject needs to be pointed out. This must be done already in the first individual study plan. If the study plan contains a thesis title in Swedish but lacks the application for an exemption the graduate studies director will not approve it. If there is no means of language editing within the current project, the Division can provide grants for this purpose.

A thesis at KTH most commonly takes the form of a compilation of articles. In our academic field and related fields, however, the most common form is the monograph. There are advantages and disadvantages to both forms, and which one to choose should be discussed between the graduate student and the supervisor.

The publication of a thesis can be expected to delay the examination process, and it costs money. The student needs to arrange contacts with publishers and applications for printing costs grants to various foundations well in advance. It is recommended to talk to older students and get good advice. The Division supports thesis publications with a grant of SEK 20 000 for a licentiate thesis and SEK 30 000 for a doctoral thesis. KTH requires that at least 100 copies be printed.

Regarding the quality and quantity requirements for licentiate and doctoral theses see the KTH handbook. The ABE School has agreed on September 18 in its policy for the quality assessment of theses (Att. 5).

Supervision

Each graduate student has a supervisor and at least one additional supervisor, sometimes referred to as co-supervisor. Both the names of supervisor and co-supervisors must be registered with the study records system Ladok. The main supervisor must be a researcher with employment at KTH who holds a PhD. The other supervisors need not be employees at KTH and their compensation is agreed on a case-by-case basis. Sometimes co-supervisors are funded through the same research project as the student and sometimes they are employed at the Division and supervise as part of their service. In other cases the usual practice would be for the co-supervisor to receive 10 hours of lecturer (equivalent to 40 clock hours) in compensation for supervision for one year. The Division's administrator keeps a list of external co-supervisors and asks the respective graduate students at the end of each year whether supervision has been full-time or whether a reduction is in order. Our economist Brigitta Lindstrom will then pay the compensation.

The relationship with the supervisors is for most graduate students very important, both for the continuous work and for the end result. The student and the supervisor/supervisors will meet regularly to discuss the work progress and to plan the future. After each supervision meeting the student will write an email to the supervisor(s) which outlines the main points agreed upon and how the responsibilities were assigned. The supervisor needs to confirm the email.

At times problems arise in the relationship between the student and the supervisor. The problems can have different causes and can be of different kinds. Both the supervisor and the student may at this point speak with the director of graduate studies who perhaps can be of help. It is also possible to turn to the school's director of graduate studies. If the problem cannot be solved, the graduate students can ask for a change of supervisor. This request must

be addressed to the school's director of graduate studies. At this point also the director of graduate studies needs to be informed.

Supervisors' Conference

The supervisors active in and for the Division meet once a year. The aim of this conference is to monitor both the work and progress of the graduate students and the main supervisors. The director of graduate studies is responsible for summoning and organizing the conference. Basis for the conference are the updated versions of the individual study plans. They will be distributed to the participants beforehand.

During the supervisors' conference each graduate student will be discussed individually. Progress and possible problems are discussed. Both specific and more general questions are raised for debate. After the meeting the director of graduate studies composes a short memo summarizing the discussion on each graduate student. Suggestions or decisions taken by the participants will also go into these notes. They also state who is responsible for acting on each case. For example, the notes may look like this:

Jonathan Stressman:

The mid seminar can be moved forward by a few months. The main supervisor will discuss a suitable date with the opponent and the graduate student and will enter the result into the individual study plan.

Pippi Dillydally:

No co-supervisor has as yet been registered in Ladok. The student will report the data to the Ladok administrator.

Focus Hasselblad:

Will be allowed to buy a digital camera for archive travel. The camera will be billed to budget x and returned to Carina after completion of travel.

The supervisors' conference can also discuss general supervision issues. If the group of graduate students has joint issues it is possible to present them for discussion, preferably by handing in a written document one week prior to the meeting. If the questions are very comprehensive the director of graduate studies should be contacted well in advance since the meeting may have to be extended.

Higher Seminar

The higher seminar is the Division's central academic venue. All employees are expected to participate in the seminar. Those prevented for any reason are asked to excuse themselves with the colleague responsible for the seminar series. The seminar is a matter for the entire Division for the reason that a vibrant, critical and constructive seminar culture is closely related to the high quality of the research produced.

Both researchers from the Division and guests will present their work in the seminar. In the former case there is usually a written document distributed in the week before the meeting. Participants are asked to read the texts and then comment on them in the seminar. In the

meeting a seminar leader structures the discussion, handing the word to participants, collecting questions and clustering issues, so that ideally the seminar is not simply a series of separate positions but a discussion that could lead to new insights. Those questions or comments that for reasons of time could not be addressed during the seminar can be followed up on afterwards, for instance in the form of annotations to the text. For those seminars in which graduate students present their work, for a mid seminar or a final seminar, an external opponent may be appointed who may initiate the discussion with a longer comment.

The graduate students must present their research or parts of their thesis work on a regular basis within the higher seminar. The first such event will take place soon after admission; it will give an opportunity to discuss the thesis plan and proposal. After this the students present different parts of the thesis at different levels of completion. Licentiate seminars and mid seminars are also part of the higher seminar, as are final seminars and thesis defenses.

The seminar thus is an institution in which the graduate students are expected to participate but for which they do not get course credit. It takes time to actively participate in the seminar, but it is time that will be paid back. The seminar is important for all researchers in the Division and especially for the graduate students, who may not yet have had the time and chance to build up other academic environments to discuss their research. In the seminar you will get comments other than those you get from your supervisor; in the seminar you will learn about the research of others; and in the seminar you will train your ability to read and constructively criticize a text. In short, the seminar is an essential part of what academic work is all about.

Graduate Student Group

Just as the supervisors' conference can be a forum for the Division's supervisors the graduate student group unifies the Division's graduate students. The graduate student group has one or two representatives who present the group in different contexts within the Division. The group meets regularly to discuss common or specific interests and concerns. The group can discuss for instance experiences with the exam process, or scholarships that are currently on offer. The student group can also discuss the need for joint courses, the purchase of work material or the rules for unemployment benefits.

In the best of worlds there will be no problems and meetings of the graduate group might feel unimportant. However, it is still good to meet regularly to exchange experiences and catch up on things that might otherwise not be noticed so easily. It can be easier to address a problem in regularly ongoing meetings than to call in a meeting for a seemingly small concern.

Getting Ready

The Licentiate Exam

Graduate students who have been admitted to a licentiate degree will graduate after two years (2,5 years if you have taken over division duties). The rules about when and how to take a licentiate examination are spelled out in the KTH handbook and will therefore not be repeated here. Still, some additions and clarifications are in order.

The licentiate seminar will take place during the semester, between January 7 and June 15, or between August 15 and December 20, unless strong reasons for exceptions exist. Registration for the seminar is not possible during the semester break between June 16 and August 14.

Before a thesis (licentiate or doctorate) can be defended a teacher with the academic rank of docent must have reviewed it. It is the responsibility of the main supervisor to find a suitable reviewer. It is also the responsibility of the main supervisor to find an opponent and a date for the licentiate seminar. The graduate student is responsible for entering the seminar into the higher seminar schedule and booking a room.

Notification of licentiate seminar shall be made in agreement between the main supervisor and the student. In consultation with the student the main supervisor determines which institutions should be placed on the distribution list. Central institutions are those for history, history of science and technology, intellectual history, environmental history and economic history, but the list can also vary with the thesis topic. The supervisor is responsible for summoning the quality reviews.

Registering of the licentiate seminar, including the individual study plan, the distribution list and the summary of the reviewers (all forms are available in KTH's form collection), must happen at last seven weeks before the seminar date is sent to the administrator in charge at the ABE School on Drottning Kristinas väg 30. This is the main supervisor's task. The administrator in charge forwards the registration to the ABE School's office five weeks prior to the seminar.

In parallel with the administration the licentiate thesis is completed. The thesis can be printed expediently at KTH. The department provides a publication grant of SEK 20 000 to print a licentiate thesis. It is the student's task to produce a print-ready script and to book a time for printing. It is also the student's responsibility to ensure that the thesis follows the guidelines regarding the KTH graphic profile (information is available on the KTH intranet). Moreover, it is the student's duty to compose an English abstract as addendum to the thesis. Guidelines for abstracts are available in the KTH handbook under graduation.

At the latest 3 weeks before the seminar the licentiate thesis will be distributed to the institutions listed in the distribution list approved by the director of graduate studies. It is the student's responsibility to distribute the thesis.

In consultation with the subject representative the main supervisor formally approves the licentiate thesis. It is the responsibility of the main supervisor to submit the licentiate certificate to the ABE School. It is the student's responsibility to apply for the examination. The application forms are listed in the KTH handbook.

Mid Seminar

In the exceptional case where a licentiate degree is not relevant the graduate student shall rather have a mid seminar. The time when the seminar is to be held shall be written into the individual study plan. The seminar will be advertised through the Division's higher seminar schedule. At the seminar an external opponent with at least a PhD status will examine the documents. It is the responsibility of the main supervisor to set a date for the seminar in good time and in consultation with the person organizing the higher seminar, to find an opponent and to arrange for the compensation. It is the student's responsibility to make sure that the

documents are sent to the opponent in good time. The rules applying to a mid seminar and the report following from it are set out in Attachment 5.

Final Seminar

At the Division we apply the final seminar. A departure from this principle can be possible if there are special reasons and if in this case a decision has been taken by the supervisors' conference. The main supervisor and the student consult on a date for the final seminar, ensure that the date is entered in the higher seminar schedule and that a room is available. It is the responsibility of the main supervisor to find an opponent for the final seminar and to inform the opponent about the format of the seminar. There are no formal requirements from KTH's side regarding the competence of a final seminar opponent since the final seminar is not a requirement by KTH. According to the Division's policy the opponent for the final seminar is chosen so as to maximize the benefits for the remaining thesis work.

The student is responsible for handing the text document to the opponent and other participants of the final seminar in good time (about two weeks in advance).

It is possible to appoint the opponent of the final seminar also as the external examiner of the thesis. The main supervisor is responsible for considering such a solution and for discussing it with the student and with the opponent. The main supervisor is also responsible to ensure that the opponent will be remunerated for this task.

It is important that especially the main supervisor, but also the co-supervisors, are present at the final seminar.

After the seminar, it is important that as soon as possible the comments are sifted and a plan is drawn up for how the thesis work is to be completed.

Disputation

Graduate students who have been admitted to a doctorate degree will graduate after four years (5 years if you have taken on division duties). The rules for a doctoral thesis defense are described in the KTH handbook and will therefore not be repeated here in detail. Still, some additions and clarifications are in order.

Before a thesis can be defended it must be reviewed by a teacher with the academic competence of docent, referred to here as the external examiner. It is the responsibility of the main supervisor to find an external examiner for the thesis.

The defense, including the individual study plan, the distribution list and the summary of the reviewers (all forms are available in KTH's form collection), must be registered at last seven weeks before the defense date is sent to the administrator in charge at the ABE School's office on Drottning Kristinas väg 30.

It is the responsibility of the main supervisor to find an opponent and a grading committee. The graduate student may have a say in this but will not take any initiative or make contacts. If the examining committee does not include a woman or if one of its members is not a teacher in the rank of docent the supervisor will have to explain the reasons. At least one member must be from outside KTH and at most one member may come from the own

institution. The Division's recommendation is that all members come from outside the Division and no more than one from KTH. This allows the Division to appoint a neutral alternate who is prepared to step in if any of the examination committee members are unexpectedly prevented from participation.

It is the responsibility of the main supervisor to mediate the contact between the opponent and the examination board. The Division's administrator will help with the practical issues around travel, accommodation and remuneration.

Notification of the defense shall be made in agreement between the main supervisor and the graduate student. In consultation with the student the main supervisor determines which institutions should be placed on the distribution list. Central institutions are those for history, history of science and technology, intellectual history, environmental history and economic history, but the list can also vary with the thesis topic. The supervisor is responsible for summoning the quality reviews. The student ensures that an updated study plan is included in the notification.

In parallel with the administration the dissertation will be completed. It is the student's responsibility to ensure that the thesis follows the guidelines regarding the KTH graphic profile (information is available on the KTH intranet). Moreover, it is the student's responsibility to compose and submit an English abstract as addendum to the thesis.

At the latest 3 weeks before the defense the doctoral thesis will be distributed to the institutions listed in the distribution list approved by the director of graduate studies. It is the student's responsibility to distribute the thesis.

The main supervisor is responsible for submitting the minutes of the examining committee to the ABE School's office. It is the student's responsibility to apply for graduation. Application forms are listed in the KTH handbook.

Afterwards

Since teaching at the Division is of small scale there are limited opportunities of staying at the Division and make a living from teaching. Most post-doctoral appointments at the Division are nowadays mainly financed through external funding. External funds often take a long time to both seek and receive a decision about. Therefore the graduate student should have a communication with the main supervisor early in the education about future possibilities.

Those postgraduates who would like to pursue an academic career should already during their graduate time think about different strategies that make such a career possible. On the one hand, an academic career involves teaching and taking courses in higher education to qualify for a lectureship; on the other hand, it involves the training and skill in writing research applications.

The Division has for some time had a policy that the newly graduated researchers without doctoral position may retain access to a room and computer for up to six months after their defense. The head of Division will decide this and take into consideration room availability and overall economy. The graduate student who is interested in maintaining room and computer should speak in due time with the main supervisor and head of Division about this.

Attachments

Att. 1: General study plan

Att. 2: Partly filled out individual study plan; the original form is available in the form archive (“blankettarkivet”) in the KTH handbook and for download at KTH’s website.

Att. 3: Protocol of salary negotiations for graduate students, 6/12/2006

Att. 4: Calculations of departmental services (“institutionstjänstgöring”)

Att. 5: Quality standards of research education in the ABE School