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To Group Leaders at MBW
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Checklist for recruitment/employment of PhD student

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Department of Molecular Biosciences, The Wenner-Gren Institute, Stockholm University

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1. Announcement

Every PhD position has to be announced officially. There are four occasions for announcement each year. Two occasions are co-ordinated with the Faculty and two occasions are co-ordinated within MBW. You will find the dates on MBW's Internal pages.

To participate in an announcement, you should give a notice to the MBW personnel administrator. You also need to write a short description of the project and requirements for the project.

2. Application

All applications are handled through the web-based recruiting system Varbi. You will find Varbi at SU's internal pages, here. The personnel administrator will arrange access to the system for you.

The applications may be read either directly on the screen or by printing them out. Varbihas functions for grading the candidates etc. Talk to the personnel administrator if you need instructions.

3. Interviews and selection

- Accepting PhD students into our research groups is an important task, not only for the group leader but also for the Department as a whole. Selection of the most suitable PhD candidate can be very difficult, especially if the student has not been doing a project work in the lab.
- Involving more than one PI in the interview process can add additional perspectives on the candidates.
- The following procedure (decided by the Department Board, 2023-03-22) shall be followed when recruiting a PhD student to MBW:
- The PI announces a position when needed, according to our present procedure (4 possible occasions per year), and makes a shortlist of 2-4 candidates to be interviewed. Even in cases where a prospective student has performed a project in the group, at least one additional candidate should be interviewed.
- The PI asks at least one more PI to participate in the interviews, and gives the other PIs access to the application documents.
- The recruiting PI has the final say over which candidate to select.

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- Participating PIs are mentioned in the e-mail to the Director of PhD studies where qualifications of the candidate are checked (see next point).

Useful tips for the interview process:

- Ask the candidates to give a short presentation of their previous work.
- Use a template with the same questions for all candidates.
- Give the candidates a research paper to read (a publication of yours for example), and ask them to describe the data and conclusions.
- In case candidates have costs for travelling to Stockholm for interview, the costs are to be covered by the group.

4. Check eligibility

Send an email to MBW's Director of PhD studies, Kristina Jonas kristina.jonas@su.se. The email should include CV, excerpts from Ladok (or equivalent) and, if available, graduation certificate.

Kristina will check that the chosen candidate is eligible for PhD studies at MBW. The requirements are specified in the General study program for PhD-studies in Molecular Bioscience.

5. Conclude the recruitment

When the final candidate has been chosen, you need to give notice to the MBW personnel administrator who will conclude the matter in Varbi.

When the chosen candidate has been admitted by the department board (see point 6 below), the personnel administrator will give notice to all applicants (via Varbi), except from the chosen candidate, that the recruitment is completed and that another candidate was selected.

Additionally, you should write a short written motivation that includes the number of applicants for the position, the number of interviews you have had and also state the second PI that took part in the interviews. This document should be attached with the application to the department board. See point 7.

6. Admission to the PhD studies at SU

Admission to the SU PhD studies is decided by the department board of each department. The dates for the board meetings at MBW can be found here.

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7. Documents for admission

- The following documents are required for the board meeting:
- Application by the candidate. To be found at the MBW Intranet here.
- Individual study plan (ISP). A template is to be found at the MBW Intranet here.
- CV
- Excerpts from Ladok (or equivalent) and, if available, graduation certificate.
- Project plan (one or two pages is enough).
- Eligibility email from Kristina Jonas.
- Motivation for selection (se point 5).

The application form and the ISP should be in Word format, so that we may correct any mistakes. They do not have to be signed until after they have been checked by the administration. Send all documents by email to Alexander Malmstedt, alexander.malmstedt@su.se at the latest 1,5 weeks prior to the relevant board meeting.

8. Model of financing

Each group leader's PhD student no.1 is paid by MBW at 70% and PhD student no.2 is paid by MBW at 40%. The cost for PhD student no.3 is not covered by MBW.

9. Swedish personal number and residence permit

If the PhD student is citizen of EU or Scandinavia: Residence permit is not needed. Registration of residence and application for Swedish personal number has to be made at Skatteverket. This is done by a personal visit to any of Skatteverkets service centres. Link to Skatteverket.

If the PhD student is a non-EU citizen: Application for residence permit has to be done online at Migrationsverket.se (the handling time is very long if you apply on paper). MBW will write a certificate after the student has been accepted by the board.

Residence permits must be applied for from the student's home country and obtained before traveling to Sweden. Exceptions can be if you have already studied or been guest researcher in the EU. For questions about residence permits for students and exceptions you may call Migrationsverket, and ask to be connected to the office of graduate student issues. If the student wants to bring a family member, it is best to seek residence permits for the entire family at the same time. Otherwise, it may take a long time. It is not necessary that the family moves to Sweden at the same time. If the PhD student has a residence permit already, please get in contact with the administration to decide a start date for the student.

When the student has arrived in Sweden, he/she should register at Skatteverket. This is done by a personal visit to any of Skatteverket's service centres. Link to Skatteverket.

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Contact the MBW personnel administrator if you have questions or need assistance.

Employment contract, access cards, keys, IT-account etc.

When the PhD student has been accepted by the board, please enter his or her details into Filemaker (if you do not have username or password, please contact the administration). The MBW administration will after this prepare employment contract, access cards, keys, IT-account etc.