

Aula Medica, Solna campus. Photo: Ulf Sirborn

Welcome to the Department of Molecular Medicine and Surgery (MMK)

2026-09-01

Karolinska Institutet

Welcome to the Department of Molecular Medicine and Surgery

This leaflet is for new employees at the Department of Molecular Medicine and Surgery, Karolinska Institutet (KI). There are around 450 researchers, doctoral students, teachers, technical/administrative (T/A) -staff at the department. Presently there are about 170 PhD candidates registered at MMK. The abbreviation used for the department internally is MMK, and the designation K1.
In our 22 research groups, we conduct research and education within the three major units/fields; genetics, endocrinology and surgery. The research at MMK is pre-clinical and clinical, with the research groups closely linked to the clinics at the Karolinska University Hospital. For a list of all research groups and contact details, please visit MMK's external website: www.ki.se/mmk

Department Management

Head of Department is Professor Rebecka Hultgren. Head of Administration is Therese Kindåker. Both are in the Management team (*Ledningsgruppen*), together with professors from different areas, the Director of postgraduate education and responsible for undergraduate studies at the department (GUA). *Ledningsgruppen* meets two times/month to discuss matters of importance for the department. The department also has a strategy group that meets a few times a year. The group includes all research group leaders and the management team.
The MMK's organization chart is accessible here: https://ki.se/en/mmk/organisation

Contact for Head of Department

Head of Department: Adjunct Professor Rebecka Hultgren

The Head of Department can primarily be contacted via email at **prefekt-mmk@ki.se**.

Please note that applications requiring formal approval via bank-id must be submitted using the personal KI email address.



Rebecka Hultgren
Adjunct Professor
Email: rebecka.hultgren@ki.se

Undergraduate education

Undergraduate studies are performed in most of the department's units. We teach on both medical and physiotherapist courses. Responsible for undergraduate studies at MMK is Åsa Edsander Nord: asa.edsander-nord@ki.se

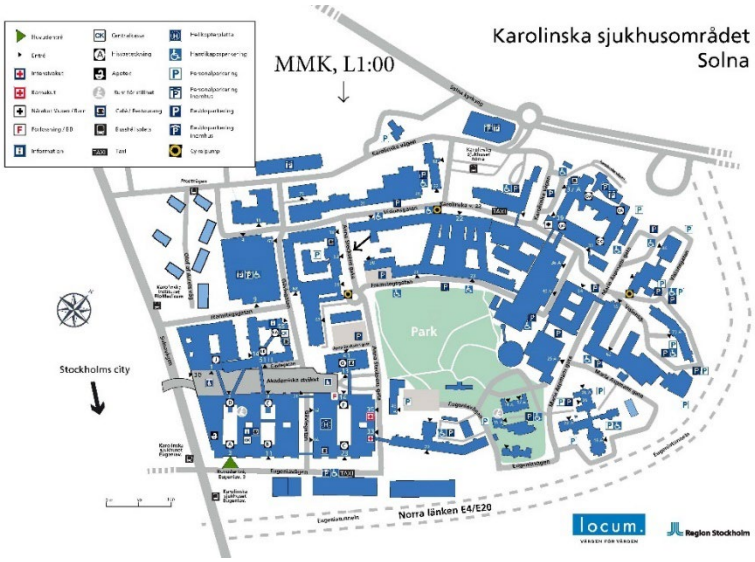
Postgraduate education

Post-graduate education at Karolinska Institutet involves four years of full-time studies to achieve a doctorate, or two years of full-time study to qualify for a licentiate degree. The department conducts post-graduate studies in several fields of research in Medical Science. The Director of post-graduate studies is Catharina Lavebratt: catharina.lavebratt@ki.se

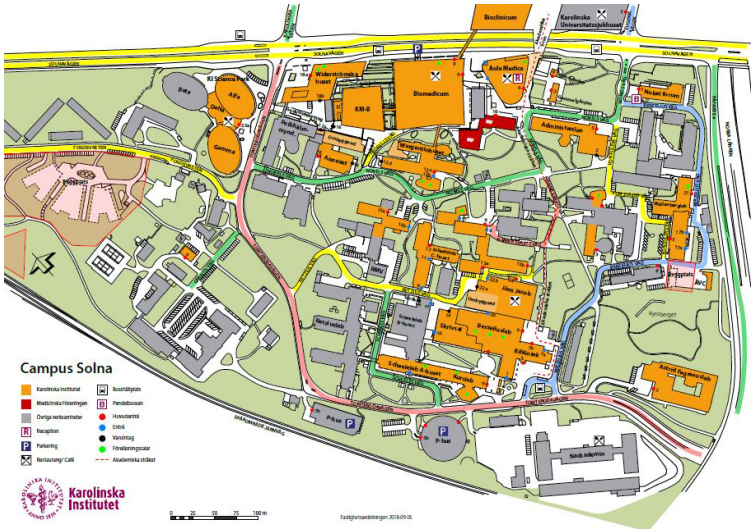
Contact details MMK

Postal address:
Department of Molecular Medicine and
Surgery, Karolinska Institutet, L1:00
Karolinska University Hospital
171 76 Stockholm
Visiting address:
Rolf Luft Centrum, L1:00
Anna Steckséns gata 53, Solna
Phone: 08-524 800 00 (switchboard)
Org.nr 202100-2973

Maps hospital area Solna as pdf



Map KI Campus Solna as pdf



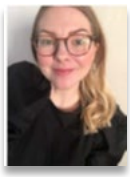
MMK administration team



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E-mail: therese.kindaker@ki.se



Chatrin Lindahl
Executive Assistant
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E-post: chatrin.lindahl@ki.se



Camilla Ketonen
HR and personnel
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Milena Ferrer Manceva
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Susanne Forsberg
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Information Officer, Web Manager
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Karolina Jildenhed
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Marietta Vaseghi
Financial administrator
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Michael Rosendahl
Archivist
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E-mail: michael.rosendahl@ki.se



Daria Polyakova
Financial officer
Phone: 08-524 833 52, 070-232 66 29
E-post: daria.polyakova@ki.se

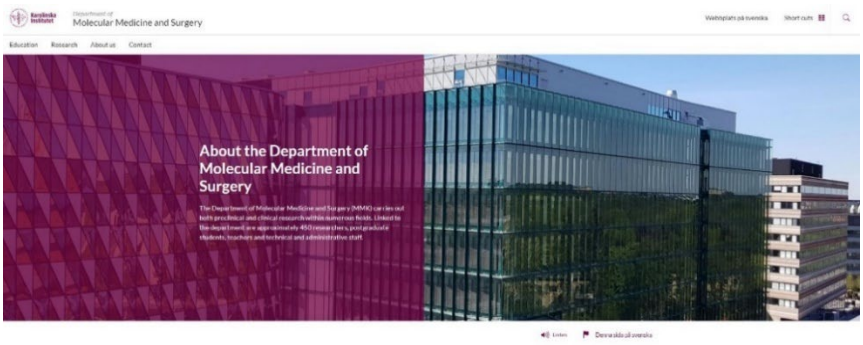


Marita Löfgren Harringe
Administrator
Phone: 070-883 86 74
E-mail: marita.harringe@ki.se

MMK web channels

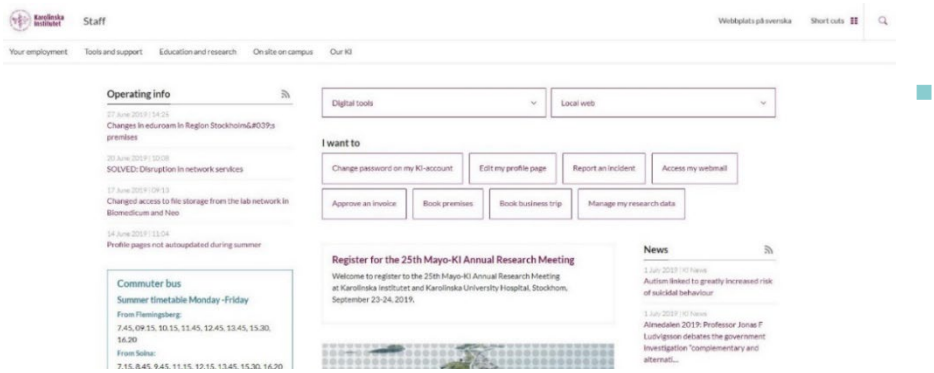
The department's main information channels are the external web page and the web page for Staff and the web page For Staff at MMK, where you log in with your KI-ID to find information for you who work at MMK. A Blue mark at the post indicates targeted content. The content is frequently updated, so please check the web on a regular basis to stay updated with the latest information regarding MMK.

- **MMK external web**: https://ki.se/en/mmk/department-of-molecular-medicine-and-surgery



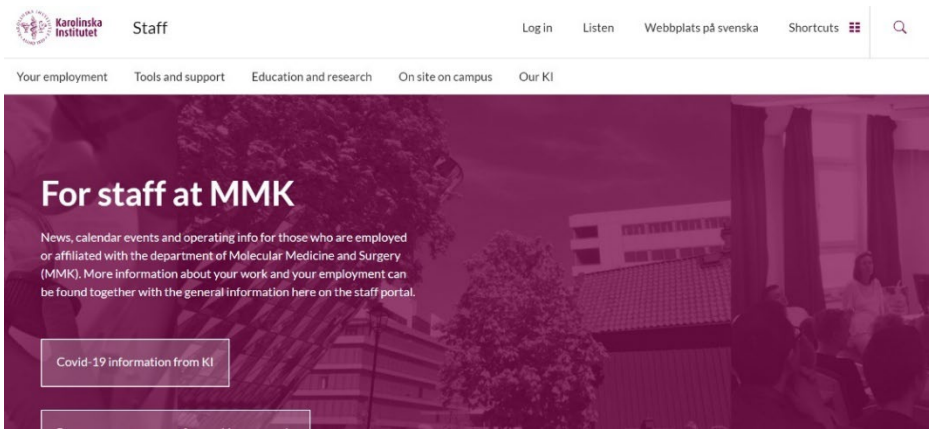
- **Staff**: https://staff.ki.se/

At Staff you find useful tools and support, information on your employment, research related news, and calendar updates etc. Log in with your KI-ID to find information for you who work at MMK.



- **For staff at MMK**: https://staff.ki.se/for-staff-at-mmk

Log in with your KI-ID to find information for you who work at MMK.



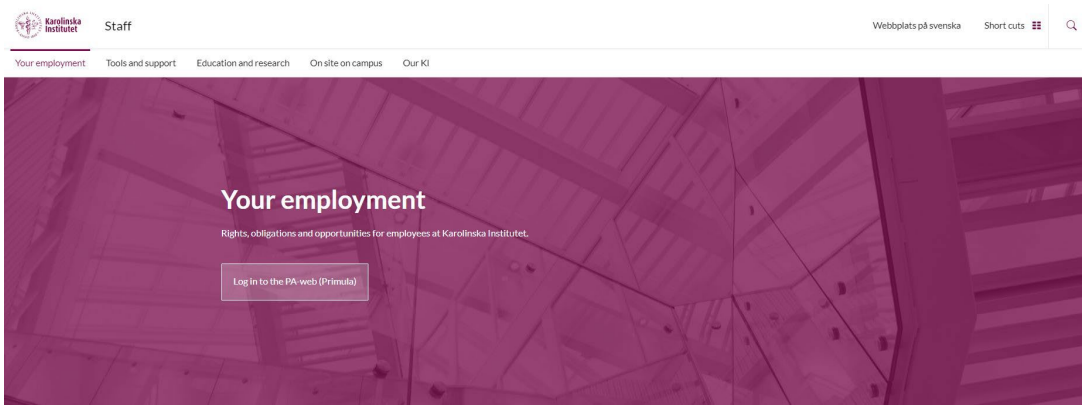
- **Facebook:** http://www.facebook.com/Institutionenformolekylarmedicinochkirurgi

Other web channels

- **PA-web:** log in at ppw.ki.se (don't write www before)

or Staff/your-employment

The PA-web is the system where you handle everything regarding your employment; travel claims, expenses etc. To log in, use the same user name (KI-ID) and password as for your KI email account, see E-mail down below.



On the following pages there is an ABC with useful information regarding MMK and your employment. For further reading, please check Staff

ABC

Applying for leave

You need to apply for leave in the PA-web, accessible on Staff or directly on ppw.ki.se.

A-Tax Card

All employees in Sweden have to pay A-tax. When employed by KI, you need to send your A-Tax Card to the Salary department/Administration. To request an A-Tax Card, please visit the Swedish Tax Agency

Business trip

A business trip must be approved by your manager. All business trips must be booked with KI's contracted travel agency American Express Global Business Travel (Amex GBT). The travel portal where you book your trip is called NEO and to make a booking you need to get a traveler profile. The travel manager at the institution helps with that. Read more: Business travel

Badge / Entry card (OSIS)

Everyone working in the hospital area need to carry a badge/entry card, which is an authorisation document and that also gives access to the hospital premises. To get a badge/entry card for the hospital area you need to have a HSAID and take an online course in fire safety and risk management. Please contact your supervisor for more information on how to proceed.
To obtain an access card/badge for KI area, read more on Staff.

Childcare

You must inform your group when you are at home looking after a sick child. You must register this with the Swedish Social Insurance Agency (Försäkringskassan) the first day staying at home. **Note!** You also need to register in the PA-web (ppw.ki.se) when you are back at work.

Communication tools

For advice on how to use KI's brand-and graphic profile, templates for folders, reports and presentations, please visit:
https://staff.ki.se/graphic-design-and-document-templates
Note! If you are planning any bigger communicative arrangements like creating a webpage or inviting people to a public event, firstly please contact MMK's Information Officer Lilian Pagrot: lilian.pagrot@ki.se

Confidentiality

Confidentiality applies to all employees at KI and to everyone who through their contact with the health sector, has access to information about the health status of individual people, or other personal circumstances or results from psychological tests and similar, that are used in clinical activities or research. Confidentiality may also apply for people who come into contact with research assignments that KI carries out for a third party, e.g. a company. Information about the personal circumstances of an individual that become known through teaching supervision, is also covered by confidentiality.

Crisis and disaster management

There is a crisis management group at KI, including KI President Ole Petter Ottersen, prepared to take care of serious incidents and major accidents (including contacts to MMK in the link). MMK, handling less serious incidents and accidents.

- **Cardiac arrest or other life-threatening emergency: 112 or** within the hospitalarea **2222** (from mobile in Solna +46 8-123 72 222, from mobile in Huddinge +46 8-123 82 222)

Department Council

Every department at KI has a Department Council (Institutionsråd), which deals with current and important issues involving the department. It is an advisory body, in which representatives of different interest groups meet such as teachers, doctoral students, technical and administrative staff. The meeting is twice each term, and all employees are welcome to attend. Please find dates for the next coming Department Council on For staff at MMK (in Swedish).

Economy

Here you can find information about finance, requisitions, invoices, expenses, and more.
More information (in Swedish): Medarbetare ekonomi, MMK

Equal opportunities

KI works to promote equal rights, opportunities and obligations as well as to counter all forms of discrimination, harassment, abusive differential treatment and exclusion, we call this Equal Opportunities. You can contribute to the work and learn more by taking a web course. Camilla Ketonen is equal opportunities representative at MMK.

E-mail

You will automatically receive an e-mail account and a KI-ID when employed by Karolinska Institutet. You use your personal KI-ID to login to all KI-systems. If you are associated to MMK, you receive an e-mail account when your association to KI has been approved.

Environmental work and sustainability

There are Environmental communicators at KI that give you updated information regarding the environmental area at your department. MMK's Environmental communicator is Karolina Jildenhed: karolina.jildenhed@ki.se

Fire training

All employees must have good knowledge of fire and safety regulations. As a new employee, you will need to take part in the mandatory fire and safety-training course, preferably within six months from the start of your employment. Speak with your supervisor to book the course. You can read more about fire safety on Staff.

GDPR

The new regulation, General Data Protection Regulation (GDPR) for the processing of personal data, is active since 25 May 2018 in all of the European Union. For KI rules and regulations concerning GDPR, visit Staff/GDPR at KI

Health promotion

KI offers employees a fitness reimbursement of 3000 SEK/year, and one health promotion hour/week during work time. Health Promotion at KI also offers several activities. For more information visit Staff or contact MMK health promotion representative Susanne Forsberg: susanne.forsberg@ki.se

Information security

Information security means to ensure that information is not spread to unauthorized people. The confidentiality of the information needs to be protected, being digital, oral or in written form. At Staff you find KI regulations for you as an employee. For questions regarding information security, please contact KI's information security department at: infosec@ki.se

Insurance

Occupational injury insurance covers all employees. You can also take out voluntary group insurance with Skandia, for more information please visit: Staff

Introduction day

Twice a year, KI organizes an introduction day for all new employees, where you are familiarized with the university, the different departments and some of their representatives.

IT-department

All programs installed on MMK's computers must have registered licences and be approved by your research group leader or the IT-coordinator. For all queries regarding IT, please contact IT-coordinator Jan-Erik Kaarre, who is responsible for the purchase and operation of all computers at MMK: jan-erik.kaarre@ki.se

If you have a SAM-IT computer, contact IT support via KI Self Service or by phone: Tel: 08-524 822 22.

FixIT, is a collaboration on IT support between the Department of Oncology-Pathology (OnkPat), the Department of Clinical Neuroscience (CNS) and the Department of Women's and Children's Health (KBH) and MMK. FixIT handles all types of IT issues. For support please contact: fixit@ki.se

IT-policy

As a new employee, you need to read and approve and sign the IT policy at MMK.

KI ELN/Electronic Notebook

KI ELN is the KI electronic notebook for research documentation. It is **mandatory** for KI researchers to document their research electronically. Please visit Staff for more information.

KI-Calendar

Please visit Nyheter.ki.se to access the KI-Calendar where you get updates on meetings, seminars, lectures etc. happening at Karolinska Institutet.

KI profile page

On www.ki.se you find profile pages for all co-workers/employees. You are responsible for the content of your own profile page. Apart from your mandatory contact details, you are advised to also update your profile page with your current projects, work assignments etc. Please visit KI RIMS for further instructions.

Official Documents

KI is a public Swedish authority. At Swedish public authorities, the principle of openness of official documents is applied to guarantee transparency and accountability for citizens. The public, i.e. a private individuals or journalists for example, have the right to take part of the public authority's official documents. For a document to be considered official, it has to have been received, kept or drawn up at the public authority (i.e. KI). A request for disclosure of an official document should always be registered and handled promptly.

Occupational health service

Avonova Hälsa is the provider of occupational health services at KI. At Staff you find contact details for Avonova Hälsocenter if you need help with any work-related health issues.

Parking (car or bicycle)

There are parking spaces on the KI and Karolinska University Hospital area. To access the garage at Framstegsgatan, you need your badge/entry card from the hospital. To park for staff tax in the hospital area (Q-garaget and street parking around the hospital) you need to download an app (Parkit) to your smartphone and connect to your personal HSA-id. To park in the KI area payment will be made via the SmartPark app by digital permits, which can be obtained through the SmartPark app. To receive the discounted rate as KI staff, you will need a code that can be found further down on this page when logged in here: parking at campus.

Purchasing and public procurement

When you make a purchase, you need to use KI's procured suppliers. On Staff you can find information about purchasing and procurement.

Research documentation and data management

For those of you who conduct research at KI, there are important rules regarding how the research should be documented and how research data should be handled.
You can read more on Staff.

Secondary occupation

A secondary occupation is defined as any occupation that an employee engages in alongside his or her employment at KI, as long as it does not directly concern the employee's private life. All kinds of paid and unpaid assignments, along with employment with another employer, are regarded as secondary occupations in relation to the employment at KI.
Please find the KI regulations on Staff

Salary payment procedure

Your salary is paid to your account on the 25th of each month. To access your payslips, please go to Kivra.se and log in with your bank ID. You can also find the salary specification in the PA-web at ppw.ki.se (employees with monthly salary).

Sick leave

Registration of sick leave and return to work is done by yourself in the PA website (ppw.ki.se). Your supervisor should also be contacted and notified of your sick leave.
If you have questions, contact MMK administrators Camilla Ketonen or Chatrin Lindahl directly or at hr-mmk@ki.se. More information: https://staff.ki.se/if-you-get-sick

Work Environment and Sustainability

For information regarding work environment regulations including the safety delegate for employees and associated to MMK, please visit the web page, For staff at MMK (in Swedish). For information regarding work environment and health issues at KI, please visit Staff at KI.

At MMK, there is a Work Environment and Sustainability Committee (AMHK) handling the systematic organization of the work environment. The Chair of the department's Work Environment Group is Marcus Carlsson: marcus.carlsson@ki.se

Working hours

Working hours are regulated in different ways. Doctoral students as well as employees who have a PhD and work in a research group with mainly research-related tasks and/or teaching are covered by the Working hours agreement for teachers, read more about it on Staff. The working hours for T/A staff (technical and administrative personnel) are instead regulated through Local Term Agreement. That means T/A staff has flexitime and register their work hours in Flexmaster. It is accessible to download on KI as an Excel. Here you can find more information about work hours, bridging days, holiday days etc: Your Employment | Staff Portal.