

*The following document is to be signed by post doc's or (guest) researchers who are not employees at KTH.*

## **Welcome as a Post doc on a scholar at KTH!**

This document concerns those of you who have been awarded scholarships or have your own financing, i.e. those of you who are not employees. The document is not intended to list all the differences in detail; it focuses on a number of the major differences between employees and non-employed.

KTH has accepted you as a Post doc within the relevant field at research level, to provide you with access to a workplace, the necessary equipment and other resources that are of importance in order for you to be able continue your research and to broaden your knowledge and network.

As you are not employed by KTH, the university is not entitled to require as much of you as they may from an employee. You have been accepted at KTH in order continue your research. KTH may, within the framework of relevant supervision, state views on how your work/result are to be implemented but KTH may not require you to carry out any other task with a purpose that does not benefit your research.

Post docs who are financing their research with the help of scholarships are not employees and consequently are in a different situation when it comes to benefits/employment conditions of employees. Below, a number of differences are listed.

### **Taxation**

Scholarships are not liable to taxation unless explicitly stated in the contract that regulates the scholarship in question.

### **Pension**

Scholarships are not counted as pension-bearing income.

### **Insurance cover**

The KTH Insurance, provided by Swedish Legal, Financial and Administrative Services Agency (Kammarkollegiet) "Insurance for Foreign Visitors", covers all foreign guests, researchers and staff members. The insurance is only valid in Sweden and covers only emergencies; no ongoing disease nor chronic illnesses are covered. If you are entitled to National Health Care, provided by the Swedish Social Insurance Agency (Försäkringskassan), depends on the length of your stay and your nationality. Please check the Swedish Tax Agency's service "Moving to Sweden" well in advance of your arrival.

<https://www.skatteverket.se/service/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html>

The responsibility for full insurance coverage is yours.

### **Holidays**

Scholarships give no holiday entitlement. Post doc's themselves determine how and where their work is to be carried out. If they would like to take leave from their work, it needs to be in dialogue with the head of the dept. or their supervisor.

### **Parental leave allowance**

Scholarships give no entitlement to remuneration during parental leave or during pregnancy. The scholarship will, however, be paid at the same sum irrespective of pregnancy or parental leave for the stipulated scholarship period.

## Illness

Scholarships do not entitle holders to sick pay and are not counted as contributing to sick pay levels. The scholarship will, however, be paid at the same sum irrespective of illness for the stipulated scholarship period. Scholarships do not entitle holders to rehabilitation or support when contacting the Social Insurance Agency.

## Doctors

For scholarship holders who are registered in the Swedish population register (see more under the population register section) and who are covered by the Swedish medical insurance system, have the same rules as employees. Those who are not covered by the Swedish medical insurance system must send in their receipts for medical care to Kammarkollegiet and request reimbursement.

## Preventative health care

Scholarships provide no rights to preventive health care allowance.

## Interruption of scholarship period

A scholarship period, which has been granted, will only be put on hold if the scholarship holder decides to do so. It is not up to KTH to decide if a scholarship should be put on hold due to lack of presence, results or any other disagreements.

## Injury reports

In cases of injury such as those connected with traffic accidents, always contact the Swedish Legal, Financial and Administrative Services Agency to make a report and receive further information about possible compensation.

## Residence permit

In order to be granted a post doc position at universities/university colleges in Sweden, you need a research residence permit or a visitor's permit, depending on your funding and the length of your stay. If you are an EU citizen, you do not need any permits to come here. Please see [www.migrationsverket.se](http://www.migrationsverket.se) for details.

## Registration in the population register/Swedish personal registration number

Interactions with Swedish government agencies is made easier if the post doc has a Swedish personal registration number which consist of the birth date (year-month-day) plus four other numbers (e.g. 740318-3574). In order to be assigned a Swedish personal registration number, the stay in Sweden needs to be stated by a letter of intent, as well as a residence permit, a work contract, scholarship i.e. and valid passport. These things must be produced at the Taxation Authority Office along with filling in a form to report residence in Sweden.

For non-EU/EEA citizens the above is necessary plus a valid residence permit.

**Please note:** when you move your **habitual residence** to another country, you should register with the [S1 form](#) instead of using the EHIC to receive medical care in your new country of habitual residence.

[Standard forms for social security rights - Your Europe \(europa.eu\)](http://europa.eu)

**I have read and understood the above information and am aware that I am not an employee of KTH.**

Date \_\_\_\_\_

Date\_\_\_\_\_

Post doc\_\_\_\_\_

Supervisor\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

