

Doctoral students with scholarship – information for supervisors

Some important differences between the doctoral students with scholarship and employed doctoral students

- It is important to know that a doctoral student with scholarship **is not an employee** and **do not have the same benefits**, such as an employee doctoral student.
- Scholarship doctoral students **cannot take part of KTH's staff benefits**.
- A scholarship **should always be gratuitous** in terms of work.
- Scholarship doctoral students should **never be assigned to perform departmental duties**.
- Scholarship doctoral students do not have their own login to KTH-Res. **Talk to an administrator at the department in advance if you plan to bring a Scholarship doctoral student to a conference**. An administrator travel profile will be registered in KTH-res and the administrator can then register a travel order and book a trip.

Travel must have a direct connection with the research studies and it should be clearly stated in the study plan that travel is included. When doctoral students attend conferences due to their education, it is seen as a Business Trip, and KTH can provide compensation for travel, accommodation, etc. according to the same rules as for employees, but only the tax-free part of the allowance ("Longer trip without Swedish taxable allowance").

- New! Regarding scholarship students who lack personal-/coordination numbers, you should use the form "Utbetaling av arvode/timlön" By selecting "välj här" (choose here) on the form, choose conference trip. Fill in a new row for each receipt. Send the form in original with receipts to the KTH salary office. In a few other cases, KTH-Res may also recommend you to use "Utbetaling av arvode/timlön" as described above.
- Contact HR persadm@abe.kth.se if you need help with adjusting the amount of the monthly payment of additional funding for CSC scholarship students.
- Travel must have a direct connection with the research studies. **A travel request must be filled in** by the scholarship doctoral student and be approved before the trip. The form is signed by the supervisor and the head of department (for funding within the right project) is submitted together with the ISP to the administrator as a basis for registering an electronic travel request in the KTH Travel System, KTH-Res and be approved by the Head of Department.

After the trip, receipts are given to the administrator for, for example, local trips abroad (however, no receipts for food since there will be daily allowance) and all detailed information

that the administrator needs to register a **travel bill according to the ("Longer trip without Swedish taxable allowance") agreement.**

Expenses

Scholarship doctoral students cannot be reimbursed for expenses, except for certain expenses (see travel guidelines) in connection with a Business Trip (conference trip due to the research education). The scholarship doctoral student should not make any other expenses/outlays.

Insurance coverage

The safety net is not as good for doctoral students who finance their studies through scholarships since scholarships are not taxed and are not considered as income in the various social security systems. A scholarship is not qualifying for sickness allowance and not pension benefits. A scholarship student does not have the same insurance coverage as an employee. When the doctoral student is at the workplace, KTH has employer's responsibilities under the Work Environment Act. The scholarship student is not covered by work injury insurance.

Student insurance

The fact that the scholar has been admitted to doctoral studies at KTH, then he / she is a doctoral student and is covered by the student insurance, a personal accident insurance taken out with Kammarkollegiet by CSN. The insurance applies to studies in Sweden. The students are insured during their time at the university and during direct travel between home and the university. The insurance covers personal injury through accident.

Health insurance and parental insurance

Extended doctoral period for doctoral students with scholarship (KTH, group insurance by Kammarkollegiet)

The insurance can if necessary enter at the end of the study period if the doctoral student's scholarships are removed on the basis of long absence from the studies during illness or parental leave. If the scholar unable to complete his graduate studies in time for dissertation and the scholarship period is over, the insurance can then step in and compensate financially for lost time, but **only for previously notified illness or parental leave.**

NOTE! Inform scholarship holders in the department that illness and parental leave should always be reported directly to Kammarkollegiet via email to forsakring@kammarkollegiet.se no later than the day after the first day of absence.

Insurance Coverage Insurance for foreign visitors

There is a group insurance for foreign citizens through the Kammarkollegiet, subscribed by KTH. Insured are foreign citizens that do not yet have a Swedish personal number and are involved in KTH activities, and their accompanying family (wife/husband/partner/children).

The insurance applies around the clock, to direct travel to and from the home country, accident cover, emergency medical and dental care, compensation for disability and death, repatriation in case of serious illness or injury, property protection, property, liability protection. The insurance has an adequate insurance cover for a shorter period until the scholarship student has a Swedish personal number.

Insurance coverage on travel and extended periods of exchange abroad

Anyone traveling on KTH's behalf is insured on the trip through Kammarkollegiet, the Swedish State Business travel insurance.

Before a long exchange visit abroad, the department should subscribe to an individual Student UT insurance. Ask the administrator to contact Kammarkollegiet.

Travel Insurance: <https://www.kammarkollegiet.se/eng/start/all-services/insurance-for-foreign-visitors/travel-and-working-abroad/business-travel-insurance>

Student-UT: <https://www.kammarkollegiet.se/eng/start/all-services/insurance-for-foreign-visitors/student-insurance/insurance-during-education-abroad>

Travel Order – a form for scholarship students

A travel order form must be filled in and approved in advance. There is a form on ABE's intranet. <https://intra.kth.se/abe/arbetsplats/resor/boka-resa/reseorder-ej-anstalld-blankett-1.454345>

Travel grants from foundations

Scholarship holders may apply for travel grants from various foundations to be able to participate at conferences and study trips. Some foundations require specific previous training and civil engineering degree from KTH, but there are others where the requirement is that you are an active doctoral student at KTH.

Opportunities to apply are when the **KTH general travel grants** are announced, each year during the period **15 February to 15 March**.

ABE school foundations announced in September, active doctoral students can apply for a travel scholarship from KTH-V's travel fund.

During periods when KTH has been granted funds to distribute it is possible to apply for a grant from the **Knut and Alice Wallenberg Foundation**. Each tutor may only write ONE

letter of recommendation annually to the Knut and Alice Wallenberg Foundation. The number of applications to the Jubilee grants is increasing and this makes the KTH president each month receive many applications that has to be rejected. In 2014 it was introduced that you can only get a scholarship every two years, but now the number of applications has to be further limited.

It is **important to apply for a travel scholarship in good time**, the processing time before the final decision takes a couple of months.

You cannot apply for a travel scholarship retroactively.

For more information, see Student at KTH, student support and student life, scholarships and grants, link below.

Current scholarship announcements: [Scholarship announcements 2022 | KTH](#)

More information:

[Scholarship-Funded doctoral student | KTH Intranet](#)

[Scholarships, payment, tax and insurance | KTH Intranet](#)

Questions and answers about scholarships: [Questions and answers | KTH Intranet](#)

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