

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 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.
- Contact HR persadm@abe.kth.se if you need help with adjusting the amount of the top-up scholarship, monthly payment of additional funding for CSC scholarship students.

Travel

Scholarship doctoral students do not have their own login to KTH-RES and cannot book trips by themselves from the contracted Travel Agency. Talk to your local administration at the department well in advance if you plan to bring a Scholarship doctoral student to a conference. An appointed travel booker can help with a travel request 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").

For travel expenses for scholarship students (including those who have not yet got at personal-/coordination number) you should use the form "Utbetalning 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 "Utbetalning av arvode/timlön" as described above.

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

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

Doctoral students at a Swedish university or university college who have funding for doctoral studies with scholarships can apply for compensation from Kammarkollegiet in the event of parental leave or illness.

[Insurance for doctoral students with stipends - Kammarkollegiet](#)

Please 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: [Insurance for business trips and work abroad - Kammarkollegiet](#)

Student-UT: [Insurance during education abroad \(Student OUT\) - Kammarkollegiet](#)

Travel Order – a form for scholarship students

A travel request form must be filled in and approved in advance. There is a form on ABE's intranet. [ABE-Blanketter / ABE forms | ABE internsidor](#)

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**.

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 and Karl Engvers foundation**.

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](#)

[In general about scholarships administered by KTH | KTH Intranet](#)

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

Insurance

E-mail: persadm@abe.kth.se

Doctoral Studies Officers

ABE Per Olsson, 08-790 94 18
e-post: fouhandl@abe.kth.se

Head of Administration

ABE Johanna Stellan, 08-790 86 65
e-mail: johanna.stellan@abe.kth.se