

**GUIDELINE (riktlinje)**

Decisionmaker

Rektor

Valid from

1/1/2019

Date of decision

18/12/2018

Reference number

V-2018-0918

Responsible**department**

Human Resources

Guideline on Scholarship-Funded Postdoctoral Research Residencies at KTH

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish version will prevail.

As a general rule, postdoctoral researchers must be employed as postdocs in accordance with the KTH Appointment Procedure. Scholarship-funded postdoctoral residencies at KTH are permitted to the extent indicated in this guideline.

1.1. Scholarship-Funded Postdoctoral Residency

KTH may receive a scholarship-funded postdoctoral researcher at KTH for the purpose of giving said postdoc the opportunity to qualify her/himself scientifically for a limited period of time. Scholarship-funded postdoctoral researchers are (1.) Postdoctoral researchers who have a scholarship not established or awarded by KTH, or (2) postdoctoral researchers who have a scholarship established and awarded by KTH in accordance with 1.1.1.

Level of Compensation and Reasonable Scholarship Terms

A precondition for postdoctoral residency is that the postdoctoral researcher must have a level of compensation of at least 27,000 SEK per month. The level of compensation applicable at the start of the residency is valid for the entire residency. KTH does not contribute additional funding. A further requirement is that the Head of School (or an individual appointed by the Head of School) must find the scholarship terms to be reasonable. In this assessment, the recommendations of the investigation *Stipendiefinansierad forskarutbildning – kartläggning och förslag till rekommendationer (dnr 14/077, 2015-09-17 REV, SUHF)* may be helpful.

1.1.1. Scholarships Established and Awarded by KTH

It is a precondition of the scholarship funding for postdoctoral researchers that the postdoc does not perform any work for KTH under any circumstances. In cases where KTH intends to establish and award a scholarship for postdoctoral residency at KTH, the following applies:

- The scholarship must be announced on KTH.se (minimum requirement) so that interested parties have the opportunity to apply for the scholarship.
- Grant funds may not be used for scholarships to postdoctoral researchers. The use of external funds requires the written consent of the financier/donor.

- The level of compensation is specified in Section 1.1, and the scholarship may not be disbursed on more than two occasions within one year, and may be paid for a maximum period of two years.
- In order to be eligible for a scholarship established and awarded by KTH, applicants must have completed a doctorate or have attained equivalent scientific competence no more than three years prior to the application deadline for the scholarship. Corresponding scientific competence is considered to be either (1.) A completed foreign PhD education, or (2.) scientific work corresponding to a doctoral thesis in the subject area and documented experience of research activities corresponding to the fulfillment of key learning outcomes for third-cycle studies in the subject area.
- The Head of School decides on the awarding of scholarships.

1.2. Bench Fees

The Head of School shall decide on a so-called bench fee charged to the operation that receives the postdoctoral researcher.

1.3. Postdoctoral Affiliation

The Head of School (or an individual appointed by the Head of School) renders decisions on postdoctoral affiliations. The Human Resources Department provides the template that must be used for this purpose. The template includes, inter alia, a requirement that the decision-making Head of School specify the factual circumstances that shall ensure that scholarship-funded postdoctoral researcher does not perform any work for KTH.

The postdoc must be given written information about her/his legal status in terms of insurance, leave, sickness and the like. This information should also provide advice on what measures the postdoc her/himself should consider taking in order to obtain protection in case of illness and accident, etc. The Human Resources Department provides this information on the intranet (search path KTH Intranät /Administrativt stöd /Stipendiehantering). On the same website there is also information about, inter alia, travel expenses for scholarship recipients. The postdoctoral researcher must also be informed that she/he is not allowed to perform any work for KTH. The postdoc's supervisor is responsible for ensuring that she/he receives this information.

The Head of School (or a person appointed by the Head of School) is responsible for ensuring that an overview exists of affiliated postdoctoral researchers performing residencies at the school.