

# **Scholarship regulations at Karolinska Institutet**

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Applies with effect from 01/07/2014



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Institutet**



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University Administration, Human Resources Department

Questions concerning these rules will be answered by the Payroll Manager

Established by the Vice-Chancellor and applicable with effect from 01/07/2014.

## 1 Introduction

The scholarship regulations concern the scholarships that Karolinska Institutet, KI, grants for the recipient's first or second cycle research preparatory education, education at post-doctoral level and the complementary scholarships paid out to doctoral students with scholarship funds that do not fulfil KI's requirements for monetary levels.

The scholarships within Erasmus, Linnaeus-Palme and Nordplus and scholarships of the Marie Curie type are not covered by these scholarship regulations. For more information, see the document “Lokala riktlinjer för utlandsstudier på grund- och avancerad nivå” [Local guidelines for studies abroad at first and second cycle level] which is available on KI's internal website.

Regulations and procedures regarding the administration of scholarship matters at departmental level can be found at the end of this document.

## 2 Basic provisions

At KI scholarships are only to be granted for the education of the recipient. Educational scholarships are tax-exempt on the condition that they do not constitute remuneration for work done (Chapter 8, Section 5 of the Swedish Income Tax Act). For more information, please see the document “Rättsutredning om stipendier och skatteregler” [Legal investigation into scholarships and tax rules] which is available on KI's internal website.

Educational scholarships may only be established for/as:

- Research preparatory education at first or second cycle level for a maximum of 12 months.
- Post-doctoral studies for a maximum of 2 years.

In addition to these, in certain cases, complementary scholarships are granted to students with external scholarships.

## 3 Vice-Chancellor delegates scholarship allocation to head of department

- Decisions regarding scholarships are made by the head of the department and may not be delegated.
- The decision may not pertain to scholarships for purposes other than education.
- Scholarships may only be set up with funds from external funding sources that have approved in writing the use of the funds for the payment of scholarships.
- Scholarships may not be given to a person who, within a two-year period prior to the first scholarship payment, has received a salary or remuneration from KI, with the following exceptions:

- Smaller amounts (up to a maximum of SEK 5,000 per year) do not constitute an obstacle to the setting up of a scholarship.
- Compensation to experimental subjects, student representatives and KI ambassadors or the like, if the work differs markedly from the work conducted for educational purposes. It is important that there is clear documentation concerning the work assignments the scholarship holder has performed in order to determine that it has not been conducted for educational purposes.

## 4 Conditions for KI's scholarships

The requirements for the granting and receiving of scholarships at the various levels of education differ somewhat. However, what they have in common is the requirement that the recipient manages their education and attendance in accordance with the course syllabus or study plan. In cases of negligence, KI may withdraw scholarship funds that are yet to be paid out.

### 4.1 First or second cycle education for research preparatory purposes

Scholarships to students may only be granted for studies pertaining to courses at first or second cycle level for research preparatory purposes.

- Scholarships may only be granted to:
  - persons admitted (and registered in Ladok) to education at first or second cycle level at KI who are taking a course for research preparatory purposes.
  - persons admitted (and registered) to education at first or second cycle level for research preparatory purposes at a university with which KI is in collaboration.
- Scholarships may be set up for a maximum of 12 months, distributed over a maximum of four courses.
- The recommended scholarship amount corresponds to the study grant amounts paid out by CSN (Swedish Board for Study Support) for full-time studies (SEK 9,000/month, as of 2014). The scholarship amount is determined for a maximum of six months at a time and is paid out monthly.

### 4.2 Post-doctoral researchers

Scholarships for post-doctoral studies may be granted to persons from other countries who intend to remain in Sweden only for the duration of their education or part of their education.

- The department head assesses whether educational and academic merits can be considered to correspond to at least a Swedish doctoral degree. The basis for the assessment by the head of the department is to be clearly evident in the scholarship decision.

- A scholarship for post-doctoral studies can be granted for a maximum of two years within a four year period following the receipt of a doctoral degree or the equivalent.
- A precondition for receiving a post-doctoral scholarship is that the scholarship holder is registered as a post-doctoral researcher in KIMKAT.
- The scholarship amount for post-doctoral research is recommended to be at least SEK 20,000/month and at most SEK 30,000/month. Higher amounts may be paid out in exceptional cases; if so, the reason for this must be documented in the decision. The scholarship amount is determined for 12 months at a time and is paid out monthly. In exceptional cases, shorter periods may be applicable.

### **4.3 Complementary scholarships for doctoral students**

At KI there are doctoral students who are wholly or partially funded through external scholarships. External scholarships mean that KI does not make payments to the doctoral student; instead, the student has funding in the form of scholarships from their home country, home university or a similar source.

To ensure that the financial situation of these doctoral students is not worse than that of other doctoral students, the Vice-Chancellor has established minimum levels for the support of doctoral students. In cases where the external funding does not meet the minimum levels established by the Vice-Chancellor, KI will provide complementary scholarships (or hire the doctoral student).

- Complementary scholarships:
  - may be set up for persons admitted to doctoral education at KI who are holders of an external scholarship.
  - shall, when combined with the external scholarship, correspond to the levels of support defined by the Vice-Chancellor, and the external scholarship must amount to at least 50 per cent of the total scholarship sum at the time of admittance.
  - may be set up over four years or for as long as the external scholarship extends.
  - may not be combined with any form of employment at KI.

## **5 Scholarship holder/employee receiving a scholarship from a source other than KI**

The transfer of externally decided scholarships is not permitted. Payment of such scholarships is to be managed directly by the party that granted the scholarship.

Any doctoral student, regardless of whether he/she is employed or receives a doctoral grant, who intends to apply for scholarships from external funding sources to support themselves during a doctoral education in progress, must first discuss the possible consequences that such a scholarship may have with both

their supervisor and the head of administration. This discussion is to be documented and approved in writing by all parties involved and is to form the basis for any changes in the funding plan within the individual study plan.

## 5.1 Minimum levels

Doctoral students with scholarships should have at least the same level of support as other doctoral students, which with the present framework means remuneration corresponding to one year of doctoral grants and three years of employment as a doctoral student. The current minimum level for doctoral students with external scholarships can be found on KI's internal website under "Forskarutbildning/Försörjning/Externa stipendier".

The support levels change over time since they are connected with the development of the remuneration levels of other doctoral students, i.e., the amount of the doctoral grant and the levels in the pay ladder of the doctoral students.

Post-doctoral researchers who come to KI with their own means that provide lower remuneration than KI's lowest level shall receive the difference between the levels as a KI scholarship or be offered part-time employment.

## 6 Working environment responsibilities

KI is responsible for the working environment of all who regularly spend time at our premises and that includes scholarship holders, regardless of their funding. It is therefore required that all scholarship holders are registered in KIMKAT.

## 7 Insurance

It should be noted that scholarship holders are not covered by any benefits from collective bargaining agreements such as parental allowances, sick pay, etc. The situation of the scholarship holders with regard to social security benefits varies based on the nationality of the scholarship holder, the period of residence in Sweden, etc. This must be clarified in each individual case to ensure that both the scholarship holder and KI are aware of the conditions that apply. You can read more about this on KI's internal website under "Insurance".

### 7.1 Illness and parental leave

Doctoral students with scholarships are insured by Kammarkollegiet (the Swedish Legal, Financial and Administrative Services Agency) in cases where their scholarships are withdrawn due to absence from studies resulting from illness or parental leave.

Other persons with KI scholarships retain their scholarships during such periods. However, the maximum periods for receiving scholarships, 12 months for education at first or second cycle level, and two years for post-doctoral research, may not be extended due to illness or parental leave.

## 8 Consequences of an incorrect decision by the head of department

In “Rättsutredning om stipendier och skatteregler” [Legal investigation of scholarships and tax rules] the question of the distinction between work and education is expounded upon. The investigation is available on the internal website.

The investigation establishes that it is difficult to accurately describe the distinction between work and education. Furthermore, KI's regulations are a general interpretation of legislation. Decisions in individual cases, based on KI's regulations, are no guarantee that inspectors from the tax authorities or the Swedish National Audit Office would not arrive at different conclusions.

The financial consequences resulting from an incorrect scholarship decision (according to the assessment of the tax authorities) that affect KI and/or scholarship holders, are to be borne by the department (including both taxes and social security fees, etc.). This means that the department shall, in addition to providing remuneration for social security fees, also remunerate the scholarship holder in respect of the resulting tax. This remuneration is in turn treated as salary granted to the scholarship holder.

## 9 Rules and procedures for administration

Decisions concerning the setting up of scholarships are made by the head of department following the suggestions of the teachers responsible for the courses (for first cycle education) or the scholarship candidate's supervisor.

The intended scholarship candidate is to receive clear information concerning what it means to be a scholarship holder at KI. In order to ensure this, the scholarship candidate, the teachers responsible for the courses (for first cycle education)/supervisor and Human Resources administrators, or similar, are to review the terms and regulations of this document. After reviewing the document, an affirmation is to be signed by all parties. If a personal meeting cannot be set up, the information is to be sent and returned, the recipient having signed to acknowledge their understanding of the terms. See Appendix 1.

The teacher responsible for courses/supervisor is responsible for:

Level	Responsibilities	Clear	Stored at*	
			Dept.	UA
All	<ul style="list-style-type: none"> <li>The scholarship holder receives correct information concerning the rights and obligations of scholars at KI (see the paragraph above).</li> </ul>			
	<ul style="list-style-type: none"> <li>The head of department is continually informed of the progress of the education and about factors that may lead to reconsideration of the scholarship.</li> </ul>			

First and second cycle	<ul style="list-style-type: none"> <li>The scholarship holder at first or second cycle is a student admitted to KI and registered in Ladok or is admitted to another university - certificate of registration attached (Ladok transcript or similar document). If the student is not admitted to KI, the collaboration must be verified.</li> </ul>			
	<ul style="list-style-type: none"> <li>The course syllabus, for the course on which the student is registered and for which the scholarship is granted, is attached.</li> </ul>			
Postdoc	<ul style="list-style-type: none"> <li>The post-doctoral scholarship holder is registered in KIMKAT and the head of department's assessment of educational/academic merits is attached to the scholarship decision.</li> </ul>			
	<ul style="list-style-type: none"> <li>An individual study plan of methods that are to be studied is attached for post-doctoral scholarships.</li> </ul>			
Doctoral student - addendum	<ul style="list-style-type: none"> <li>The scholarship holder has been awarded an external scholarship.</li> </ul>			
	<ul style="list-style-type: none"> <li>The scholarship holder has been admitted to doctoral education at KI.</li> </ul>			
	<ul style="list-style-type: none"> <li>The external scholarship amounts to at least 50 per cent of KI's minimum level.</li> </ul>			

\* Dept. = Department, UA = University Administration

The person who administers scholarship matters is to ensure that the following requirements have been fulfilled:

Level	Requirement	Clear	Stored at*	
			Dept.	UA
All	<ul style="list-style-type: none"> <li>That the external funding source has given written permission for the funds to be used for the purpose in question.</li> </ul>			
	<ul style="list-style-type: none"> <li>That the scholarship holder has not received a salary or fee from KI in the last two years. If a salary has been received,               <ul style="list-style-type: none"> <li>clear documentation concerning the nature of the work is to be attached to clearly show that no “irregularities” have occurred and to indicate the size of the remuneration.</li> </ul> </li> </ul>			
	<ul style="list-style-type: none"> <li>That the scholarship amount is consistent with KI's recommendations.</li> </ul>			
	<ul style="list-style-type: none"> <li>That the decision has been drawn up on the special “Scholarship” form which can be found on KI's internal website under “Forms and templates within the HR-field” and that appendices are attached in accordance with the instructions in the form.</li> </ul>			
	<ul style="list-style-type: none"> <li>That the decision is registered.</li> </ul>			
	<ul style="list-style-type: none"> <li>That an original of the decision and attachments/documentation is archived at the department and that a copy is given to the scholarship holder. However, the original decision is to be available to the scholarship holder when required.</li> </ul>			
	<ul style="list-style-type: none"> <li>A copy of the original decision but with the lower part - payment decision - signed in the original - is to be sent to the Human Resources Department for payment.</li> </ul>			
	<ul style="list-style-type: none"> <li>All scholarships are paid out via the personnel system Primula, including scholarships to individuals with incomplete personal identity numbers. Individuals with incomplete personal identity numbers are assigned fictitious person identity numbers consisting of their birth date plus a department designation plus KK for women and MM for men. For example, 720428-C6KK (female scholarship holder at IMM)</li> </ul>			
<ul style="list-style-type: none"> <li>That the scholarship holder is insured against accidents and illness, either through private insurance or through insurance in their home country or through insurances taken out by KI (see doctoral student addendum).</li> </ul>				
Post-doctoral researchers	<ul style="list-style-type: none"> <li>That the post-doctoral researcher is affiliated/registered as a post-doctoral researcher in KIMKAT.</li> </ul>			
Doctoral student - addendum	<ul style="list-style-type: none"> <li>Insurance is taken out with Kammarkollegiet (the Swedish Legal, Financial and Administrative Services Agency).</li> </ul>			

Information regarding scholarship matters is primarily provided by the Human Resources Administrator or corresponding person, or by the Payroll Manager at the University Administration.

\* Dept. = Department, UA = University Administration



## **Affirmation**

I hereby affirm that I, the scholarship holder  
\_\_\_\_\_ have read and understood the scholarship  
regulations of Karolinska Institutet.

\_\_\_\_\_ (name) who is responsible for my  
scholarship has, together with the department's HR  
administrator \_\_\_\_\_ (name), explained the “Scholarship  
regulations at Karolinska Institutet”.

As a scholarship holder I am not an employee and therefore do not have the  
same rights and obligations as employees.

My scholarship has been awarded for educational purposes and I understand  
that, in cases of negligence, such as failing to be present in accordance with the  
course syllabus/study plan, KI may withdraw scholarship funds that are yet to be  
not paid out.

Date

\_\_\_\_\_

\_\_\_\_\_  
Scholarship holder

- \_\_\_\_\_  
 Teacher responsible for course (first or second cycle education)  
 Principal supervisor (doctoral student with complementary scholarship)  
 Supervisor (post-doctoral researcher)

\_\_\_\_\_  
HR administrator or corresponding person