



UMEÅ UNIVERSITY

CODE OF RULES AND PROCEDURES FOR HOUSING COORDINATION

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1. Description

Umeå University is recruiting and inviting international students and international staff and visiting research fellows, which sets demands on the university to be able to offer housing to these individuals. The university's objective is for new students and staff to be able to take on their work or student life in Umeå without the stress of trying to find housing.

On 2 November 2020, the Vice-Chancellor approved the establishment of an institution-wide agency for housing at Umeå University. The agency is organised as a part of the Property Management Office and goes by the name of the Housing Office (Sw. *Bostadsförmedling*). The task of the Housing Office is to establish a process for subletting Umeå University housing to facilitate international cooperation and the recruitment of international students and staff, including visiting research fellows.

In order to achieve the objective, the following targets have been set up

- Accomplishing legal compliance
- Creating coordination benefits
- Providing the right service
- Giving feedback

Regarding housing for visiting research fellows, apartments that have previously been rented out by departments will be transferred to the Housing Office in 2021 or 2022.

2. Background

The following presents a code of rules and procedures with the purpose of clarifying the internal procedures and roles between the Housing Office and departments at Umeå University.

Umeå University has two parallel regulations to consider for the process of offering support to international students and staff as well as visiting research fellows when trying to find housing for their stay at the university. This document intends to establish a procedure in which the assessment of what regulation should be applied is made by the Housing Office. Umeå University is allowed to sublet housing that the university in turn rents from a landlord to visiting research fellows, who are not employed by the university, and certain international students. This can be found under section 9a in *Ordinance (1993:528) Concerning the Supply of Premises to Central Government Authorities (Förordning om statliga myndigheters lokalförsörjning)*.

For categories of international students and staff that are not included in the above mentioned regulation, Umeå University intends to establish a procedure in which the university provides support according to a process that gives the tenant a first-hand rental agreement with the landlord.

According to the policy document, *Regel för universitetsgemensamma styrdokument*, a number of perspectives need to be integrated into new and revised university policy documents. Documents must also include an analysis of the consequences of the document from a gender perspective. For this code of rules and procedures, the student and international perspectives have been taken into account. Due to the contents and nature of the document, concerns for perspectives regarding



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work environment, collaboration, sustainability and accessibility have not been taken into account. This document is not regarded to have any impact on gender equality at Umeå University.

3. Process

3.1. Application for housing

Applications for housing, which is to be submitted by the departments, can be submitted at any time and listed. To ensure that the applicant can be offered housing, it is beneficial to make a housing application at least three months prior to arrival.

The application must contain details of the dates of arrival and departure, desired size of accommodation, employment status, number of tenants, affiliated department and contact at the department. The department is responsible for updating the application if details should change.

An application for housing leads to a financial commitment for the department including a fee per contract as well as the rental costs should the tenant be delayed or fail to appear. The sum of such a fee is decided according to regular university procedures. Currently, the University Director reaches such decisions after processing in the Pricing Council.

3.2. Prioritisation

The applicant with the earliest arrival date will be offered housing first. If several applicants have stated the same arrival date, priority applies according to the following principles:

1. Families are given priority if suitable housing is available and on a first-come, first-serve basis.
2. The person who has applied for housing at least three months in advance of arrival date.

3.3. Housing offers

After priorities have been worked out, a housing offer is sent to the department and the department confirms if the tenant accepts the offer or not. The offer specifies what type of accommodation is offered, size, furnishings, floor plan, contract period and rent.

If the department accepts the offer, a sublet agreement is established between the Housing Office and the tenant. If the applicant rejects the offer, the place in the queue is lost and the offer goes to the next applicant.

In cases where the university has no legal opportunity to offer a sublet agreement with the university as landlord, the applicant can be offered support from the Housing Office to sign a tenancy agreement directly with a landlord according to a procedure established for such international students and staff.

3.4. Rental period

To make housing accessible to new international and visiting staff, the rental period of sublet agreements is limited to a maximum of two years. Applicants are encouraged to queue up for other accommodation as soon as possible.



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3.5. Damages to dorm rooms or apartments

Damages that arise to an apartment or student dorm room coordinated by the Housing Office are to be paid for by the tenant according to the terms and conditions of the sublet agreement. There could be a risk that damages are discovered after the tenant has moved out and left Sweden, in which case the department is held responsible for potential costs, if the tenant fails to pay.

3.6. Amendments during the period of residence

To be able to plan access to housing, any changes regarding moving out, changing apartments or extending sublet agreements are to be reported by the department to the Housing Office in writing no later than three months prior to such desired changes coming into force.