



Rules for placements and study visits at Umeå University

Approved by the Vice-Chancellor on 10/06/2014

Correction on 03/09/2015

Correction on 12/05/2016

Ref. no.: 500-1021-13

This rule replaces the previously approved decision by the Vice-Chancellor *Grants for students for placements and study visits (ref. no.: 200-2854-95)*, *Definitions and rules for different types of placements (ref. no.: 102-501-08)* as well as *Rules for communication on placement (ref. no.: 500-229-10)*

Type of document	Rule
Decision by:	Vice-Chancellor
Validity period:	10/06/2014 until further notice
Area:	Education and research
Unit in charge:	Student Services

1. Introduction

The following rules generally apply to all placements and all study visits at Umeå University. In addition, a procedural rule for placements and study visits should be in place for each faculty/school of education which has courses containing placements and/or study visits. The faculty's procedural rule clarifies and specifies procedures and principles for placements and study visits of the courses¹. This should state

- what applies if the student is given the opportunity to arrange a placement themselves
- any settlement of extra trips to and from the placement location
- whether optional courses with placement should be covered by these rules and regulations
- any alternative definition of the study location for students who study off-campus courses
- any specification of priority rules
- what applies for placements abroad
- other procedures and applications which are important for applicable courses and students

1.1 Definitions

Placement	A general generic name for practical elements in courses. Placement can be divided into two categories: placement studies and other placements. These concepts should normally be used at Umeå University. Degree projects/project work is not covered by these placement rules.
<ul style="list-style-type: none"> - Placement studies (VFU)/Clinical practice - Other placements 	<p>Own efforts during supervision of gainfully employed on the field.</p> <p>This primarily refers to elements in which the student gets guidance on the coming occupational field with participation by the gainfully employed, such as classroom observation visit, observations, studies focusing on the field, thematic field studies, sponsoring companies, mentor projects and similar.</p>
Placement period	The time interval which constitutes placement.
Placement post	The workplace/equivalent where the placement period is based.
Placement location	The location of the placement post.
Study location	The location where teaching is mainly conducted ² . In this rule residence location and study location for students who study off-campus courses (usually online courses) are equal. Deviations from this definition should be stated in the procedural rule of the faculty/school of education.
Residence location	The national registration location of the student.
Travel allowance	Allowance for travel costs resulting from placement/study visit. Does not refer to any expenses and overhead expenses in connection with the trip.
Accommodation grant	Grant for additional costs due to double accommodation (study/residence location and placement location).
Educational visit/study visit	Joint course visits for educational purposes to a location other than the University's premises.

¹ Such a procedural rule should be in place no later than 30/09/2014

² In accordance with data in LADOK

2. Placement

The University is responsible for offering a placement post if placement constitutes a compulsory course element. Optional or independent courses may include placements where students arrange the placement post themselves. The forms for this are regulated in each procedural rule of the faculty/school of education.

The number of placement posts which the University can organise at the study location and within a reasonable commuting distance (between residence and placement post) may be limited in certain cases. For such cases students may be assigned a placement which requires accommodation at a location other than the study/residence location. It is then particularly important that the placement is communicated in a timely manner.

- A placement post which does not require accommodation at a location other than the study/residence location should normally be communicated to the student at least two weeks before the placement will start.
- A placement post which requires accommodation at a location other than the study/residence location should normally be communicated to the student no later than one month before the placement will start.
- When applicable, there should be information in the programme syllabus on whether a placement post at another location may arise.

There may be reasons, which Umeå University cannot control, for these time limitations being delayed, for example, that a placement post does a late cancellation. If a placement post cannot be communicated within these time limitations, the student should be informed thereof at the latest within the afore-mentioned time limits. In connection with this, the cause for why such a communication was not provided should also be given. At the same time the student should receive communication of when the final communication on placement post will be provided.

3. Priority rules for placements

In the event of competition for placement posts, priority rules apply in the following order:

1. Medical reasons
2. Sole custodian for children below the age of 18
3. Custodian for children below the age of 8
4. Care of disabled or seriously ill close relatives
5. Vocational education work or active research
6. Other highly significant personal or social reasons, for example, elite level sports students who have agreements with Umeå University.

Reasons should be verified with certificates from authorised certificate providers. It should also be verified that the cited priority reasons require presence in a certain location or placement post.

4. Grants and allowances to students for additional costs for placement and study visits³

Students who do compulsory placement at a location other than the study location should be granted travel allowance and grants for accommodation costs in accordance with the rules on travel allowance and accommodation grant below. A prerequisite for grants/allowance is that the placement/study visit is compulsory in the course or programme syllabus. The procedural rule of the faculty/school of education should state whether these rules are applied within optional courses in the study programme. For placement abroad other prerequisites apply, which are regulated in the procedural rule of the faculty/school of education.

For students who rent accommodation at the placement location during the placement period accommodation grant is payable as well as travel allowance for travel to the placement location at the start of the placement period as well as for return trips at the end of the period. Allowance is also payable for any trips in connection with compulsory meetings at the study location during the ongoing placement period. Additional allowance for “home journeys” can be provided for long coherent placement periods. Any entitlement to compensation for additional trips should be defined in the procedural rule of the faculty/school of education.

For students who do a placement at a location where daily commuting between study/residence location and the placement location is possible, travel allowance for daily trips (commuting trips) is payable. For decisions on allowance, costs for daily travel between study/residence location and the placement location (commuting) should be placed in relation to costs for accommodation at the placement location based on that the cheapest option is chosen.

4.1 Accommodation grant for double accommodation

Accommodation grant is payable for students who must keep their regular accommodation while another accommodation at the placement location is required due to distance. Accommodation grant is payable by the actual cost of the accommodation at the placement location, however with a maximum of SEK 2,195 per month for the budget year 2016. Amounts for maximum accommodation grant are annually set by the Unit for Finances. The amount should be subjected to indexation⁴ prior to each year.

For placement periods shorter than one month the amount can be reduced proportionally.

For special reasons a higher allowance can be granted, for example, if a student incurs abnormally high accommodation costs caused by the course coordinator department's handling. The head of department/corresponding at the course coordinator department/unit decides whether higher allowance is payable.

Costs for double accommodation should be verified with tenancy agreement/receipts for both accommodation.

³ Guidelines for how costs should be divided when the University places courses to a location other than the higher education institution premises are contained in the report “Students' costs in connection with higher education” (Swedish National Agency for Higher Education 2003) http://www.hsv.se/download/18_539a94911of3d5914ec800081165/2003-12-16_kostnader.pdf (in Swedish only). However, these rules and regulations only regulate placements and study visits.

⁴ Allowance levels are adjusted each year based on the state index adjustment, which is evident from the Government's Budget Bill. Current amounts are stated on <https://aurora.umu.se/Stod-och-service/ekonomi/fordjupning-ekonomi/redovisning/Aktuella-procentsatser-och-belopp/> (in Swedish only)

4.2 Travel allowance

Travel should be undertaken with the cheapest possible mode of travel. Normally public modes of transport should be used. Car compensation is payable only if public modes of transport are unavailable or if transport with these entail a significantly longer travel time⁵. Even medical reasons, which are verified through medical certificates, can give entitlement for car compensation.

When two or more students undertake a placement at the same location where travel with car is necessary, ride sharing should take place if possible. For ride sharing travel allowance for fellow passengers cannot be granted.

Allowance is not provided for connecting trips. Connecting trip refers to travel from accommodation to the point of departure for the first phase of a journey, for example, to the bus/train station, and travel in general, for example, daily trips within areas where monthly cards for public transport (urban traffic) apply. For flight travel, travel with airbus is considered as a stage of the trip and the cost is compensated.

Allowance is not provided for daily travel within areas where monthly cards for public transport (urban traffic) apply.

For calculation of travel allowance, the trip should either be counted from the residence or study location and the cheapest option should be chosen. For off-campus courses (online courses etc.) either the trip is counted from the residence location or Umeå and the cheapest option should be chosen. Special allowance levels may apply for placement abroad, see the procedural rule of the respective faculty/school of education.

Students who receive grants for double accommodation costs during the placement period may not receive allowance for daily travel between the temporary accommodation and placement location. Exceptions from this rule can be approved if you are assigned placement at locations where it is not possible to find accommodation at the placement location.

Costs should be verified with receipts/tickets for travel allowance to be paid⁶. Tickets should be booked in a manner which allows verification of the cost. If a student chooses to travel with their own car, allowance which corresponds to the cost of public modes of transport can be received without a receipt.

If travel with your own car is approved, allowance is payable by the tax-free amount determined by the Swedish Tax Agency⁷. For travel with your own car, no allowance is payable for baggage transport or fellow passengers. Compensation is neither payable for parking or garage.

4.3 Costs for study visits

Study visits included in the course syllabus are compulsory for students. For compulsory study visits each department/unit is responsible for costs for travel outside areas where monthly cards for public transport (urban traffic) apply. The same applies for any costs for accommodation. This applies regardless of whether the travel is conducted inside or outside the country's borders.

⁵ Reasonable travel time should also be taken into account, for example, any expenses for express bus should be approved if it significantly shortens travel time.

⁶ Clarification 2015-09-03 (in accordance with the Tax Act)

⁷ 18,50 SEK per ten kilometers (in 2016)

4.4 Allowance and payment principles

The student is responsible for presenting receipts and other necessary documents to administrators in charge who review, approve and code. The payment order is signed and thereafter the document is sent to the Office for Human Resources which makes payment to the student. For further details, please see the procedural rule of the faculty/school of education.