



UMEÅ UNIVERSITY

RULE FOR ADMINISTRATION OF PLACEMENTS AND STUDY VISITS

Type of document:	Rule ¹
Date of approval:	2 December 2022
Reg. no.:	FS 1.1-2252-22
Approved by:	Vice-Chancellor
Validity:	Until further notice
Field:	First- and second-cycle education
Office in charge:	Student Services Office
Replaces document:	This rule replaces Rules for placements and study visits at Umeå University, reg. no. 500-1021-13

¹This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



UMEÅ UNIVERSITY

Table of contents

Rule for administration of placements and study visits	1
1. Description.....	3
2. Background.....	3
3. Definitions.....	3
4. Placement assignments.....	4
5. Rules for prioritising assignment of placements.....	5
6. Student reimbursements and allowances for additional costs related to placements and study visits.....	5
6.1 Housing allowance to compensate for two places of residence.....	5
6.2 Travel reimbursement	6
6.3 Costs related to study visits.....	7
6.4 Compensation and payment principles.....	7



UMEÅ UNIVERSITY

1. Description

This rule describes how Umeå University administers placements and study visits. Additional information can be found in each faculty's (and the Umeå School of Education's) procedures for placements and study visits.

2. Background

This rule applies for all placements and study visits by students at Umeå University and is primarily intended for staff who administer these matters. In addition, each faculty (and the Umeå School of Education) offering courses and programmes that include placements or study visits adopts its own procedures.

3. Definitions

Placement	Placement is when a student spends a defined amount of time to receive practical experience with concrete tasks in an organisation that is relevant for the academic programme but external to the University. At Umeå University, courses can refer to a placement in a variety of ways, depending on the faculty and the disciplinary domain: workplace training, teaching placement, placement, internship, traineeship, clinical training, or observations.
Placement period	The time interval a placement occurs.
Placement location	The workplace/equivalent where the placement is located.
Place of placement	The town/city where the placement is located.
Place of study	The town/city where instruction is primarily received ² or the town/city associated with remoted instruction. This rule equates the place of residence with the place of study for students attending off-campus courses and programmes. Deviations from this definition are to be stated in the local procedures adopted by the faculties/Umeå School of Education.
Place of residence	The town/city where the student is registered in the population registry.
Travel reimbursement	Compensation for travel expenses resulting from placement/study visit. Does not apply to other expenses or indirect costs in connection with the trip.

² As noted in Ladok.



UMEÅ UNIVERSITY

Housing allowance	The allowance for additional costs resulting from having two residences (at place of study/residence and at place of placement).
Study visits/trips	When the students on a course visit another place than the University's facilities for educational purposes.

4. Placement assignments

It is the University's responsibility to arrange placement assignments if the placement is a compulsory part of the course or programme. Elective and free-standing courses may include placements that students arranged on their own initiative. This is regulated in the procedures for each faculty and the Umeå School of Education.

The number of placements that the University can arrange at the place of study and within reasonable commuting distance (between residence and placement location) can be limited. Because of this, a student may be assigned a placement that requires staying in another town than the place of study or residence. This makes it particularly important that students are notified of placement assignments well in advance. The distance to the place of placement and whether it is a reasonable to commute or arrange housing in the place of placement is regulated in the procedures of each faculty and the Umeå School of Education.

- For placements not requiring housing in another town/city from that of the place of study or residence, students should normally be notified at least two weeks prior to the start of the placement.
- For placements requiring housing in another town/city than the place of study or residence, students should normally be notified at least one month prior to the start of the placement.
- When applicable, the programme syllabus should inform students that placements in other towns/cities may be necessary.

Situations beyond the control of Umeå University may arise that cause delays in placements, such as when a workplace withdraws its offer to host a placement. If prior notice within the above noted timeframes is not possible, the relevant students are to be informed of this as soon as this becomes apparent and provided information on when the new placement can be determined.

In some cases, external parties offering to host placements may require students to meet specific requirements before beginning a placement at their organisation. For example, students may be required to submit a criminal records statement from the Swedish Police Service or proof of vaccinations. For students not fulfilling these requirements, finding another placement will be explored. If this is not possible, the department or equivalent holding the course is to work with the student to assess the student's study plan. If it is not possible to achieve the course or qualitative targets, the student may need to apply for a study leave or give notice of non-completion. The department or equivalent holding the course is to inform students of any requirements by the external hosting organisation well in advance.

The procedures of the faculties and Umeå School of Education are to clarify how they will inform students of where they can turn in case of problems at the placement organisation, such as if a student is subjected to abuse or harassment.³

³ See also Procedures to support managers when handling victimisation, harassment or sexual harassment.



UMEÅ UNIVERSITY

5. Rules for prioritising assignment of placements

When there are a limited number of placements, the following prioritisation is to be used:

1. Medical reasons
2. Sole custodian for children under the age of 18
3. Custodian for children under the age of 8
4. Caregiver to a disabled person or severely ill close relative
5. Student representatives who are studying or actively researching
6. Other personal or social reasons of great significance, such as elite athletes that have signed agreements with Umeå University.

Reasons for receiving priority are to be supported by relevant certificates from official organisations. Additionally, certificates are to confirm that the cited reason for priority requires presence in a specific town/city or at a specific placement location during the placement period.

6. Student reimbursements and allowances for additional costs related to placements and study visits

Students attending a compulsory placement in another town or city than the place of study are to receive a travel reimbursement and housing allowance as described below. Reimbursements and allowances may only be given to students if the placement/study visit is defined as compulsory in the course or programme syllabus. Procedures for the faculty/Umeå School of Education are to specify whether these rules are applicable for the programme's elective courses. Other conditions apply for placements abroad, as regulated in the procedures drawn up by the faculty/Umeå School of Education.

Students who *rent housing in the place of placement* during the placement period receive a housing allowance and travel reimbursement for travel to the place of placement at the beginning of the placement period and for the return trip at the end of the period. Reimbursement is also paid for any travel in connection with compulsory meetings at the place of study during the placement period. For extended continuous placement periods, additional trips home can be reimbursed. The right to reimbursement for additional trips is to be defined in procedures adopted by the faculty/Umeå School of Education.

For students conducting a placement that allows daily commuting between the place of study/residence and the place of placement, travel reimbursement is paid for the daily trips (commutes). When deciding on reimbursement, costs for daily trips between the place of study/residence and the place of placement (commute) are to be compared with costs for housing in the place of placement and the cheapest alternative is to be selected.

6.1 Housing allowance to compensate for two places of residence

A housing allowance is paid to students who must retain their permanent residence while also having to reside in the place of placement because of the distance involved. Reimbursement is paid for actual costs for the housing in the place of placement up to a maximum housing allowance. This maximum allowance



UMEÅ UNIVERSITY

is increased annually based on the wage-price index. This allowance is determined by the Financial Office, which then informs each faculty (and the Umeå School of Education).

This amount can be reduced proportionally for placement periods shorter than one month. The procedures of the faculty/Umeå School of Education are to define how to administer this.

Special circumstances can allow for the award of higher reimbursement, such as if a student is impacted by unusually high housing costs caused by how the department holding the course has administered the case. The head of department/equivalent at the department/unit holding the course determines whether to pay a higher reimbursement.

Costs for two residences are to be supported by rental contracts/original copies of receipts for both sources of housing.

6.2 Travel reimbursement

Trips are to use the least expensive form of transport. Normally, public transport is to be used. Reasonable travel times are to be weighed. For example, the cost of express buses may be reimbursed if taking this form of transport would significantly decrease the travel time. Milage reimbursement for travel with an individual's personal car are only paid if public transport is unavailable or if using public transport would lead to significantly longer travel time. Medical reasons can also qualify a student for a milage reimbursement, assuming that it is supported by a medical certificate.

When two or more students have a placement in the same town where travel by car is necessary, they are to carpool whenever possible. When carpooling, other passengers will not be paid a travel reimbursement.

Connecting journeys are not reimbursed. Connecting journeys refer to trips from a residence to the start of the first leg of a trip, such as to the bus or train station, and trips in general, such as daily trips within the area covered by a monthly bus card for local public transport. When flying, trips by airport buses are considered a leg of the main journey and the cost is reimbursed.

Daily trips within the area where a monthly bus card for local public transport can be used are not compensated.

When calculating travel reimbursements, the trip is either calculated from the place of residence or place of study and the cheapest alternative is to be chosen. For off-campus courses and programmes (such as online courses), the trip is either calculated from the place of residence or Umeå and the cheapest alternative is to be chosen. Special reimbursement levels can apply for international placements. See the procedures for the relevant faculty/Umeå School of Education for more information.

Students that receive allowances for the cost of two residences during the placement period may not receive reimbursements for daily trips between temporary housing and the place of placement. Exceptions from this are allowed if a student is assigned a placement in a location where no housing is available.

To pay a travel reimbursement, the costs are to be supported with original copies of receipts/tickets. Tickets are to be booked in such a way as to allow confirmation of costs. If a student chooses to travel



UMEÅ UNIVERSITY

with their own car, compensation equivalent to the cost of public transport can be paid without requiring a receipt.

If travel by personal car is approved, a mileage reimbursement is paid at a tax-free level determined by the Swedish tax authorities. For travel by personal car, no reimbursement is paid for passengers. Reimbursement is also not paid for parking in car parks or parking garages.

6.3 Costs related to study visits

Study visits included in the syllabus are compulsory for students. For compulsory study visits, each department/unit covers costs for travel outside areas where a monthly bus card for local public transport can be used. The same applies to any costs for accommodations. This applies regardless of whether the trip is domestic or international.

6.4 Compensation and payment principles

Students are responsible for submitting receipts and other required documentation to the relevant administrator for review, approval and bookkeeping. Once payment requisitions are signed, documentation is sent to the Human Resources Office, which processes the payment to the student. See also the local procedures specific for the faculty/Umeå School of Education.