



UMEÅ UNIVERSITY

# **RULE – SCHOLARSHIPS AT UMEÅ UNIVERSITY**

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### 1. Description

These rules cover scholarships instituted by Umeå University with external funding, and scholarships instituted by other bodies but administered by Umeå University. The rules also apply in those cases where a department or equivalent decides to accept a scholarship holder whose scholarship is directly funded by an external body; this is known as an external scholarship. In such cases, the receiving department must ensure that scholarship levels are the same or higher than those for scholarships disbursed by Umeå University.

### 2. Background

At Umeå University, scholarships are instituted to provide scholarship holders with education, as well as for other purposes. Educational scholarships may only be instituted for first-cycle, second-cycle and third-cycle studies, i.e. undergraduate, graduate and doctoral studies. Scholarships for postdoctoral qualifications are regarded as scholarships for other purposes.

The rules in this document do not cover scholarships to students who have to pay tuition fees for first-cycle and second-cycle studies.

### 3. Purpose

The purpose of these rules is to ensure that Umeå University uses scholarships in a consistent and correct way, and to provide guidance to departments/sections about the management of scholarships. The rules are further to contribute to increasing internal supervision of how scholarships are instituted and used at Umeå University, for tax and labour law reasons.

The rules are also intended to ensure that scholarship holders receive adequate information about the conditions that apply for scholarship funding; clarify the responsibility of the head of department or equivalent when receiving scholarship holders; and guarantee that conditions for scholarship holders are reasonable.

### 4. Basic assumptions

Scholarships are a nationally and internationally established form of funding for students' living expenses in connection with higher education, and contribute to internationalisation. Chapter 8, Section 5 of the Income Tax Act (1999:1229) specifies that scholarships' tax exemption is conditioned on scholarships never being used as compensation for work carried out or to be carried out for the university.

Section 10 of the Appropriations Ordinance (2011:223) states that scholarships disbursed by Umeå University must be funded using external grants. Using direct government funding to fund scholarships is not permitted.

Scholarships may be instituted by Umeå University under the conditions specified below and be disbursed to Swedish and foreign students. Scholarships may not be disbursed to anyone employed by or who has held an employment at Umeå University for the past two years. The pedagogical teaching awards given to teachers employed at Umeå University are not to be regarded as scholarships. These awards are subject to income tax and are to be disbursed via the salary system, in the same way as regular salaries.



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### 5. Taxation rules

The rules differ for educational scholarships and for other scholarships, according to Chapter 8, Section 5 of the Income Tax Act (1999:1229). The Swedish Tax Agency states that:

A scholarship is tax exempt if

- it is intended for the education of the recipient.

A scholarship is also tax exempt if

- the recipient receives the scholarship for other reasons than the recipient's education, and
- disbursements are not made periodically, i.e. disbursed over a period exceeding three years, or monthly exceeding one year, and
- under the condition that a scholarship does not constitute compensation for work carried out or to be carried out on the disburser's behalf.

The principle is that a scholarship is always taxable if

- it is disbursed by an employer to an employee, or
- it is tied to the performance of some service in return.

Research scholarships (Marie Curie fellowships) disbursed directly or indirectly by the EU or the European Atomic Energy Community are always taxable.

Education in this context refers to first, second and third-cycle levels, i.e. undergraduate, graduate and doctoral studies. Tax exemption of scholarships for postdoctoral qualifications may be assessed according to the Swedish Tax Agency's rules for scholarships for other purposes.

The principle is that a scholarship is always taxable if it is disbursed by an employer to an employee, or if it is tied to the performance of some service in return. This means that an education scholarship becomes taxable if it is regarded as compensation for work. This may be the case if any form of service provided in return is required of the scholarship holder. A report compiled by the scholarship holder to show how the scholarship-funded studies have been completed is not regarded as a service provided in return.

Special attention must be taken when instituting scholarships for postdoctoral qualifications, as it can be difficult to distinguish postdoctoral qualifications from services provided. The Swedish Tax Agency's assessment of scholarships is always made retrospectively, and if they conclude that the scholarship is payment for services provided, taxation of the scholarship holder and the university will follow.

Education scholarships may be disbursed periodically. Just like for all other scholarships, an assessment must be made to judge if the scholarship can be classed as work compensation or not. The Swedish Tax Agency assesses that an education scholarship can maintain its status of tax-exempt income even if the scholarship holder simultaneously provides or has provided certain services in return for the disbursing party. However, it must be evident that the scholarship is not combined with any demand of services in return from the disbursing party's side.

If a scholarship is assessed as compensation for services provided, labour-law consequences may ensue as a claim that an employment relationship has arisen may be made. If such an assessment of an employment is made retrospectively, the employment should be deemed valid with conditional tenure since no legal agreement regarding time limit has been made between the parties.



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If a scholarship decision leads to the scholarship being regarded as salary in the Swedish Tax Agency's assessment, the economic consequences of this will be charged to the department, i.e. taxes and social security contributions. The scholarship holder must be reimbursed for taxes incurred, by means of salary.

## 6. Scholarships administered by Umeå University but instituted by other bodies

### 6.1 A private individual as the scholarship recipient

The main principle is that scholarships for education or other purposes granted to private individuals, who have no other connection with the university than their studies or postdoctoral qualifications, should be disbursed directly to the scholarship recipient and should not be included in the university's accounts. This is regardless of whether the funds pertain to such tax-exempt scholarships as are intended to cover the recipient's subsistence during part of the study period, or if they pertain to grants aimed towards a study/conference trip.

If the scholarship is regarded as a research grant, funds granted to a doctoral student may be included in the university's accounts, provided the head of department gives their approval. Current rules for joint costs are applied. Note that computers and other equipment acquired using these funds will, like in other cases, become the university's property after the scholarship holder's studies have been completed.

### 6.2 Umeå University as the scholarship recipient

In those cases where the application is made in the university's name, and funds are granted which are then disbursed to students in the form of tax exempt scholarships, such funds are to be included in the university's accounts. Granted funds are entered as receipts from grants or contracts. An example is funds from the Swedish Institute, the Swedish Council for Higher Education (UHR) and the European Commission. Normally, joint costs are not charged to scholarships as such grants only imply the transfer of the grant. The same applies for the transfer of what is known as residual scholarships.

Funds applied for and granted that are intended to finance operational costs should be included in the university's accounts. These funds should always be classified as activity grants, irrespective of the funding body's designation for them (e.g. "project scholarship"). Current rules for joint costs are applied.

## 7. Instituting and funding of scholarships

Decisions that tax exempt scholarships may be used to fund living costs at first and second-cycle levels as well as postdoctoral qualification levels are delegated to the dean and may not be further delegated. Scholarships for funding of doctoral education is decided by the Vice-Chancellor. Scholarships in various mobility programmes are decided by the University Director.

Scholarships disbursed by Umeå University must be funded with external grants to first-cycle programmes or to research. Scholarships may not be disbursed from contract activities as they imply services in return in the form of work carried out. Appropriation funds may not be used to fund scholarships.



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Scholarship funding of doctoral studies or for postdoctoral qualifications provides less social security than employment, and should therefore be used restrictively. In contact with scholarship funding bodies, the advantages of grant funding of employment contracts must be highlighted.

In order to institute a scholarship, the decision/agreement on grants must make clear that the grant may be used for scholarships, or else the funding body must have provided written consent. A copy of such a contract or note of consent must be included with the decision guidance documentation sent to the dean of each faculty.

Umeå University must decline scholarships where there may be demands for repayment on the scholarship holder's part.

If the department is using a surplus in the form of external funds taken up as income in accounts, non-government funds, this must be reported in the decision guidance documentation to the dean.

### 8. Scholarships for education on first and second-cycle levels

The purpose of scholarships to students on first and second-cycle levels is to provide practical experience of research work to strengthen the link between education and research and to encourage research level studies also in the future. Scholarships can be disbursed either for studies in an existing course, or for a short period of practical research experience (documented in an individual study plan/research plan) for admitted students on first or second-cycle levels. Scholarships may only be given

- to individuals who have been admitted to and registered in Ladok for studies on first or second-cycle levels at Umeå University.
- to individuals who have been admitted to and registered for studies on first or second-cycle levels at a university that Umeå University has a partner agreement with.

The maximum scholarship period for students on first and second-cycle programmes is a total of eight months during the entire programme. The scholarship may not require any services in return.

The scholarship amount to students at the first or second-cycle level are determined by the dean, or by the scholarship funding body if it is a transferred scholarship. If the scholarship is intended to cover expenses such as food and accommodation, the scholarship amount must equal, at a minimum, the sum that can be obtained from CSN as a student loan, including the grant element, for the period.

Scholarships in mobility programmes are regulated according to the regulations of each programme.

### 9. Scholarships for doctoral studies

Rules for funding scholarships for third-cycle studies at Umeå University are specified in the admission regulations for third-cycle programmes. The rules state that admission to third-cycle studies should be pursued in conjunction with careful assessment of financial resources to ensure a secure study period of four years full-time studies.



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At Umeå University, doctoral students, with the exception of what is described below, should be employed for the duration of their studies, for 48 months. This means that Chapter 5, section 4 of the Higher Education Ordinance will not be applicable at Umeå University, other than if the Vice-Chancellor decides on dispensation for funding of doctoral education.

Chapter 5, section 4 a of the Higher Education Ordinance states that a doctoral student whose scholarship funding consist of a scholarship does not need to be employed if the scholarship has been disbursed within

- a national or intergovernmental development assistance and capacity building programme where such scholarships constitute an established form of funding with reasonable scholarship terms, and where the student's admitting university has good insight into the scholarship conditions and how the scholarship is disbursed. Only programmes with countries listed with DAC/OECD for the year of the doctoral student's admission are included. For more information, see the OECD web page Financing for sustainable development. "Programme" refers to an established, written collaborative partner agreement with another university/organisation in a country in question, for instance so called *sandwichdoktorander*.
- an EU-funded programme or other collaborations, where scholarships with reasonable terms constitute the conventional form of funding, and where requirements of funding through employment become an obstacle for participation of the admitting higher education institution. EU-funded programmes, or other collaborations, count as programmes where the funding body is well known and established to Umeå University. Admitting departments should have good insight into how the scholarship is handled and disbursed, this goes for scholarships from, for instance, the Swedish Institute and Marie Curie Sklodowska programmes.

According to the Rule for the Vice-Chancellor's Decision-Making and Delegation of Authority, the Vice-Chancellor makes all decisions of dispensation for funding of doctoral education using scholarships.

When doctoral students are admitted through scholarships, the level of scholarship should be equal to the salary level for employed doctoral students after tax, see Chapter 7, section 36 of the Higher Education Ordinance. This means that scholarships disbursed to a doctoral student should follow the collectively agreed salary increase at Umeå University. If the doctoral student intends to reside alternative in Sweden and another country, the requirement for minimal amounts is only valid for the periods when the doctoral student resides in Sweden.

## 10. Scholarships for postdoctoral qualifications

The purpose of scholarships for postdoctoral qualifications is to promote internationalisation and to contribute to further research qualifications following the award of a doctorate/equivalent. On this basis, scholarships for postdoctoral qualifications may be instituted by Umeå University for Swedish researchers who intend to obtain qualifications at a foreign university or for foreign researchers who wish to obtain their further qualifications in Sweden. This is valid if the objective is to providing access to another research culture and related knowledge compared to those from the country where the doctoral studies have taken place. This also means that a Swedish researcher





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who has carried out doctoral studies abroad can obtain a scholarship for postdoctoral qualifications at Umeå University.

The scholarship period may not exceed two years. No exceptions may be made to this rule. There are two main reasons for this time restraint: the social conditions for scholarships, and the fact that a longer duration carries a significant risk that the Swedish Tax Agency will assess the scholarship as compensation for work carried out, thus making it taxable. The Tax Agency's assessment is always made retrospectively, and may have tax and labour law consequences, which should in that case also be financially covered by the university.

No demands for services in return, e.g. teaching, may be made on individuals receiving a scholarship for postdoctoral qualifications. However, the scholarship holder may present his/her study results of the scholarship without it being seen as compensation for work carried out. It is very important that teachers with a supervising role strive not to make the same demands on a person with a scholarship for postdoctoral qualifications as on an employed postdoctoral student. The person with a scholarship for postdoctoral qualifications must not carry out such tasks as can be judged to constitute work.

A scholarship does not qualify for receiving sickness benefit or pension. Extensions of scholarship periods for postdoctoral qualifications are not allowed as a consequence of sick leave or parental leave.

### 10.1 Entry requirements for postdoctoral qualifications

In order to qualify for a postdoctoral scholarship, an applicant must have been awarded a doctoral degree or an equivalent foreign degree. Preference should be given to applicants who received their degree no more than three years before the end of the application period. If there are special circumstances, an applicant whose doctoral degree was awarded earlier may be considered on an equivalent basis. Special circumstances include absence due to illness, parental leave or clinical practice, appointments of trust in trade union organisations or similar circumstances.

### 10.2 Individual qualification plan for postdoctoral qualifications

To make it clear that the scholarship is intended for further qualifications and does not constitute compensation for work, the head of department is responsible for making sure that an individual qualification plan is drawn up and a supervisor appointed. The aim of the plan is to guarantee that the scholarship holder will receive high-quality qualifications, as well as to show that the scholarship is awarded for qualification purposes and not as compensation for work.

### 10.3 Scholarship amounts for postdoctoral qualifications

Scholarship amounts for postdoctoral qualifications must correspond to 48% of the price base amount, at a minimum. The Tax Agency's website has information about the current price base amount.



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# 11. Guaranteed scholarship levels and additional scholarships

For scholarship holders who receive funds directly from the funding body (external scholarships), the department must guarantee that the scholarship amount corresponds, at a minimum, to the level that applies for Umeå University's internal scholarships. If the scholarship amount is lower than the university's scholarship levels, the department must provide an additional scholarship – on condition that the primary scholarship is intended to cover subsistence and housing during the scholarship period. Additional scholarships may not be covered by direct government funding.

Any additional expenses the scholarship holder has, and that are connected with the period for education/qualifications, may be covered by an additional scholarship. Scholarship holders funded by other means than through Umeå University, e.g. by scholarships/employment in their home countries, may receive additional scholarships for expenses related to travel, subsistence and housing.

Scholarships for doctoral studies and postdoctoral qualifications should cover the costs for subsistence including food and housing during the scholarship period. When determining the scholarship amount, consideration can be made of any expenses for travelling to and from the location of study at the beginning and end of the scholarship period. No additional sums will be paid for accompanying family members.

Scholarships cannot be combined with subsistence allowances, bed and board benefits, remuneration or other emoluments.

# 12. Advertising

Scholarships instituted by Umeå University and exceeding three months' duration must be advertised on the university's website. The period of advertising must be at least three weeks, unless there are special reasons for a shorter period. Advertising must be preceded by consultation with the dean regarding the formulation of the advertisement, and funding must also be presented to the dean along with the funding body's consent that funds be used for scholarships.

Advertising of scholarships must be in conformity with rules specified in the admission regulations for third-cycle programmes. When third-cycle places are advertised for which the intention is to fund part of the programme with a scholarship, this must be stated in the advertisement.

When advertising scholarships for postdoctoral qualifications, the advertisement must state unequivocally that it is for a scholarship; it must not be formulated in such a way that it can be construed as an employment advertisement.

# 13. Scholarship recipients

Due to taxation rules, a scholarship may not be disbursed to anyone who, during the preceding two years, has received a salary, remuneration or doctoral grant from Umeå University. Exceptions may be made to this rule following a review by the dean of the faculty concerned. Exceptions may be granted when the income received during the preceding two years is

- less than SEK 1,000 per year
- remuneration to a trial subject in research



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- remuneration to student representatives on boards/committees
- remuneration for work of a completely different nature than education or research

If a scholarship holder gets an employment after the scholarship period does not normally make the scholarship taxable. In cases where scholarships become retrospectively taxable, any costs incurred will be charged to the university.

### 14. Residence permits and visas for foreign scholarship holders

Before a foreign scholarship holder can be received, the department must provide timely information and, when necessary, help with the application of a residence permit/right of residence and, if required, for a visa.

Special rules apply for EU/EEA citizens under the Schengen Agreement. Relevant information is available on the Swedish Migration Board's website.

Scholarship holders from a country within the EU/EEA, or from Switzerland or another signatory country, must present a European Health Insurance Card or the equivalent from their country on arrival, in order to be subject to EU coordination rules with respect to sickness benefits.

### 15. Information to, and the reception of scholarship holders

Heads of department/equivalent are responsible for ensuring that a document is sent to the scholarship holder with information stating what rules apply regarding entry requirements, admission, funding and supervision well before arrival. This applies when the scholarship holder is being admitted to a third-cycle programme, or if the scholarship holder is the recipient of a scholarship for postdoctoral qualifications. Information about insurance must also be provided. The information should be formulated in consideration to the length of the scholarship holder's stay and of the scholarship holder's country of citizenship. It should also include information about other significant aspects of the scholarship holder's stay, e.g. information about housing in Sweden. The scholarship holder must send written confirmation of receipt of this information well ahead of departure for Sweden. This confirmation is to be sent to the department concerned.

In order for the scholarship holder to feel welcome and be well received, the department must have procedures in place to this end; a checklist is a good idea. It is particularly important that a contact person is appointed at the department to help the scholarship holder with practical aspects of the scholarship holder's activity as well as with the social side of the stay. The head of department is responsible for ensuring that the scholarship holder is informed about the implications of scholarship funding in respect of insurance, leave and illness.

It is important to make clear to the recipient of a scholarship for a third-cycle programme or for postdoctoral qualifications that leave of absence due to illness, care of a sick child or recuperation/summer holidays cannot be refused, and to explain how the department is to be notified of any such absence. A scholarship recipient cannot be denied leave of absence as the



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department is not permitted to make any demands on the scholarship holder for services in return in the form of work. This means that scholarship holders must, as far as possible, be treated in the same way as, and have conditions equivalent to, students/postdoctoral students in a corresponding situation but with different funding.

Scholarship holders on third-cycle programmes and postdoctoral qualification programmes are covered by the Work Environment Act, and must therefore be guaranteed a good work environment and have access to the university's occupational health care services on the same conditions as employed staff.

The scholarship holder must be informed that the scholarship has to be reported in his or her income tax return. If it is not, there is a risk of an additional assessment and back taxes, should the Tax Agency find cause for investigation. In addition to back taxes, a penalty may also be imposed. In cases where additional costs are incurred according to the above, those costs will be charged to the university.

## 16. Decisions and disbursements

Decisions on tax-exempt scholarships intended to fund living expenses for students at first and second-cycle levels, and at postdoctoral qualifications level, must be made by the dean and may not be further delegated. The Vice-Chancellor decides on scholarships for third-cycle levels, i.e. doctoral education.

In the scholarship decision proposal, the head of department/equivalent must describe how the selection of the scholarship holder took place. For scholarships handled by the International Office, specific selection rules are applied for exchange places to promote internationalisation, and in some exchange programmes, students are entitled to a scholarship if they gain a right to an exchange place.

For scholarships at the first and second-cycle levels, the decision must specify whether the scholarship is to be disbursed as a single sum or during a specified period. Scholarships instituted by Umeå University for the first and second-cycle levels may be disbursed over a maximum period of eight months during the entire programme.

For scholarships at the third-cycle levels, the decision must specify whether the scholarship is to be disbursed as a single sum or during a specified period.

Scholarships for postdoctoral qualifications, i.e. scholarships for other reasons, are tax exempt if they do not constitute compensation for services that have been performed or will be performed on the scholarship provider's account and that are not paid periodically. Since scholarships for postdoctoral qualifications may not be disbursed periodically, scholarships should be disbursed in advance every six months.

The scholarship decision must state that it is a condition of the scholarship that it may be reconsidered if the scholarship holder becomes unable to use it for his/her education/further qualification. The decision must be registered in the archives.

For scholarships disbursed directly to the scholarship holder from a foundation etc., the funding body is entirely responsible for the disbursement process.

If a scholarship decision leads to the scholarship being regarded as salary in the Swedish Tax Agency's assessment, the economic consequences of this will be charged to the department or



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equivalent, i.e. taxes and social security contributions. The scholarship holder must be reimbursed for taxes incurred, by means of salary. The head of department/equivalent is responsible for managing this process.

### 16.1 Reconsideration of scholarships

If the scholarship holder is deemed unable, due to illness or for some other reason, to complete his or her qualification, the person who granted the scholarship may reconsider the decision and the university can withdraw granted, but not disbursed, scholarships.

## 17. Follow-up

Each faculty is responsible for providing information about applicable regulations and for ensuring that regulations are observed.



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# Appendix 1: Procedural regulation for instituting scholarships

## Scholarships of up to three months

The head of department/equivalent should draw up a decision proposal for instituting a scholarship. The proposal should include:

- a proposal of a scholarship holder, taking into account requirements for gender equality and equal treatment
- the period for which the scholarship is to be granted
- the total scholarship amount
- what means are to fund the scholarship, including a copy of written consent or a contract/agreement
- decision by the head of department in those cases where a surplus of funds taken up as income in accounts is to be used to fund the scholarship.

Proposals for instituting scholarships should be made on a special form designated "Scholarship". Once signed by the head of department/equivalent, the form and additional documentation should be sent to the faculty in question for review and a decision. The dean is responsible for ensuring that current scholarship regulations are observed. Following a decision, the "Scholarship" form should be sent to the payroll unit at the Human Resources Office for disbursement.

## Scholarships of more than three months

The procedure described below should also be used when the scholarship period is shorter than three months, in those cases where the scholarship is to be advertised on the university's website.

The head of department/equivalent should draw up a decision proposal for instituting a scholarship. The proposal should include:

- a draft advertisement
- the period for which the scholarship is to be granted
- the total scholarship amount and, if applicable, the amount per month
- what means are to fund the scholarship, including a copy of written consent or a contract/agreement
- decision by the head of department in those cases where a surplus of funds taken up as income in accounts is to be used to fund the scholarship.

The proposal should be sent to the dean for review and a decision on advertising. The faculty should then be responsible for ensuring that Inhousebyrån receives the advertisement for publishing on the university's website. The matter should be registered in connection with advertising the scholarship.

Following the advertising period, the head of department/equivalent should receive the application documents and ensure that:

- a selection is made in accordance with the selection criteria specified in the advertisement, and that gender equality and equal treatment requirements are met
- a decision proposal is drawn up for the scholarship, with a proposal for a scholarship holder, on a special form
- following a signature by the head of department/equivalent, the form is sent to the dean in question for review and a decision.



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The dean is responsible for

- reviewing the proposal on the basis of current regulations
- preparing documents for the Vice-Chancellor's decision if the scholarship concerns third-cycle level
- deciding if the scholarship concerns first or second-cycle levels or postdoctoral qualifications
- ensuring that the "Scholarship" form is sent to the payroll unit at the Human Resources Office
- ensuring that the decision is sent to the registry for archiving.

### Scholarships for exchange studies

Scholarships at the first, second and third-cycle levels, processed by the International Office and centrally by faculties, and which are linked to various exchange programmes, should be handled in accordance with the regulations drawn up for each exchange programme.

### Scholarships administered by Umeå University but instituted by other bodies

The head of department/equivalent should draw up a decision proposal in accordance with the university's regulations concerning externally funded scholarships, unless the contract/agreement contains specific conditions that must be observed. The head of department/equivalent should send the decision proposal, along with the contract/agreement, to the dean for a decision on disbursement.

Following a decision by the Vice-Chancellor or dean, the disbursement decision should be sent to the payroll unit at the Human Resources Office.



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# Appendix 2: Insurance

## Personal injury insurance for students at the first, second and third-cycle levels

Students at the first, second and third-cycle levels are covered by the Legal, Financial and Administrative Services Agency's "Personal injury insurance for students". It covers students residing in Sweden as well as students who come from abroad to study in Sweden. The insurance policy applies during "school hours" and during direct journeys between students' homes and the place where "school hours" are spent. It only applies in Sweden and does not cover accidents during leisure time or medical care costs in the event of illness.

The policy covers personal injuries in accidents and some cases of illness due to infection. One example is if a student is infected by a substance in connection with studies in a laboratory.

The policy is equivalent to accidental injury coverage in compulsory occupational injury insurance. The group insurance is paid for with central university funds.

Since this insurance policy only applies during "school hours", it is important that the scholarship holder also has a personal injury insurance that applies during leisure time, which is when most accidents happen.

## Insurance for scholarship-funded doctoral students

Scholarship-funded doctoral students are covered by the Legal, Financial and Administrative Services Agency's insurance that covers all scholarship-funded doctoral students admitted to a public higher education institution in Sweden. The insurance applies in cases where doctoral students' scholarships lapse due to leave of absence from studies in case of illness, parental leave or temporary parental benefit. In these cases, the scholarship holder will be compensated by the insurance.

Umeå University has taken out the insurance as a group insurance and it is paid for with central university funds.

## Student IN policy

Umeå University has effected the Student IN policy, which is a group insurance valid for all exchange students admitted to and carrying out higher education, doctoral education or internship in Sweden. An exchange student refers to a student who studies or is placed in Sweden according to a written exchange agreement between the Swedish higher education institution and a higher education institution abroad.

"Admitted" here refers to being registered in Ladok or equivalent system. Studies or placements in Sweden should be awarded credits in the programme the student is admitted to and studying at in the home country.





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### Student OUT policy

Umeå University has effected the Student OUT policy, which is a group insurance valid for all exchange students admitted to and carrying out higher education, doctoral education or internship abroad. An exchange student refers to a student who studies or is placed abroad according to a written agreement of an exchange between the Swedish higher education institution and a higher education institution, place for internship, company or organisation abroad.

“Admitted” here refers to being registered in Ladok or equivalent system. Studies or placements abroad should be awarded credits in the programme the student is admitted to and studying at in Sweden.

The group insurance is funded with central university funds.

### Insurance for foreign visitors

Umeå University has taken out insurance for scholarship holders from abroad which means that they are insured through an insurance for foreign visitors (previously the Group and Individual Insurance Policy, GIF) through the Legal, Financial and Administrative Services Agency, regardless of whether the scholarship has been disbursed via the university or direct from the funding body. The insurance applies during direct journeys between the scholarship holder's homeland and Sweden, and around the clock in Sweden. If the insured person has a Schengen visa, the policy applies around the clock throughout the Schengen area. For information about the content and conditions of the policy, please contact the payroll unit at the Human Resources Office.

Scholarship holders from a country within the EU/EEA, or from Switzerland or another signatory country, must present a European Health Insurance Card or the equivalent from their country on arrival, in order to be subject to EU coordination rules with respect to sickness benefits. The group insurance for foreign visitors is funded with central university funds.