



# Hej!

Handbook for international researchers



Stockholm  
University

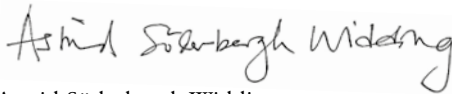
## Welcome to Stockholm University!

The idea of a modern university in the spirit of the Enlightenment has characterised Stockholm University ever since its inception in 1878. Rooted in Europe's nearly one thousand-year-old university tradition, it is intimately associated with the emergence of contemporary society and the explosive development of science.

In modern times, society has seen a fundamental transformation; education has gone from being something for a small elite to being for everyone, and research has changed the world for better or worse. The modern research university persists, however, with its basis in academic freedom, collegial governance, and research-based education.

A modern university with a multicultural environment, Stockholm University is one of the world's top 100 institutions of higher education, contributing to the development of both individuals and society through high quality education and outstanding research. Stockholm is a cultural hub and economic centre, with many green areas and surrounded by water. We are one of Europe's leading universities in one of the world's most dynamic capitals.

We hope that you will enjoy your stay, welcome!



Astrid Söderbergh Widding  
Vice-Chancellor of Stockholm University



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## About Stockholm University

Stockholm University is one of the world's top 100 institutions of higher education and one of Sweden's largest establishments of higher education, as well as one of the largest employers in the Stockholm area with more than 70,000 students and over 5,000 employees.

Stockholm University is a major research university with an unusually strong focus on basic research. All research at the University should strive to be nationally leading and internationally prominent. Stockholm University is the largest in the country when it comes to both scientific areas – science and the humanities and social sciences – and the number of students is higher than at any other university.

The two scientific areas contrast each other when it comes to the scope of the University's core operations: education is dominant in the humanities and social sciences, while research is dominant in science. The scientific areas should, based on their respective conditions, aim at having a good balance between research and education. In spite of their differences, many of the challenges the scientific areas face in terms of research and education are the same. They also have in common that research and education are closely connected and the University strives to develop collaboration across disciplinary boundaries.

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*Stockholm University's researchers are among the most cited in the Nordic countries.*

The University's researchers are active in debate and social development and are among the most cited in the Nordic countries according to research organisation Nordforsk.

The University's researchers contribute to the development of public policy and political decision making, engage in government investigations, participate in the media, leave comments on draft laws and are included and participate in several Nobel Prize Committees and international expert bodies.

Stockholm University safeguards the collegial work in a decentralised organisation with strong independent departments. At the same time, an overarching goal for the University is to gradually strengthen the strategic work at all levels.





*Stockholm is known for its dynamic environment and was recently rated the safest capital in Europe.*

## Stockholm

Stockholm University is located in one of the world's most dynamic capitals. Situated by the Baltic Sea and built on 14 islands, Stockholm has one of Europe's largest and best-preserved medieval city centres. Here you will find beautiful green areas, architecture, diverse cultural life, shopping, museums, and an international cuisine.

With a population of 900 000 in the city, and a total of 1.4 million in the region, Stockholm is the largest city in the Nordic countries and is sometimes called the capital of Scandinavia. The city is also known for its dynamic environment. Stockholm was recently rated the safest capital in Europe<sup>1</sup>.

The Stockholm region has presented a strategy to become the world's most innovation-driven economy by 2025<sup>2</sup>. Through investments in research and stimulation of innovation, the goal is to develop a first-class research infrastructure, with close links between academia and industry, a breadth of companies and firm commitment to the continued development of life sciences and healthcare.

<sup>1</sup> Economist Intelligence Unit 2015

<sup>2</sup> Stockholm Region Action Programme 2025

## Sweden

Sweden has a position in Europe, and the world, as a modern and safe country with a reputation for being competitive and innovative. It has one of the highest standards of living in the world and a respected system of democracy and individual rights. Most Swedes are able to speak English.

Sweden is the third largest country in Western Europe, and has a population of about 9.7 million, a majority of which live in the southern parts. The country is characterized by its long coastlines, large forests and numerous lakes.

Sweden strives to be one of the world's most innovative and research-intensive nations, and was ranked third in the world in the 2015 Global Innovation Index. There are in total 14 public universities and 20 public university colleges in Sweden.

Nearly four per cent of Sweden's GDP goes towards research and development – one of the highest rates in the world. An active research policy approach has enabled Sweden to acquire a leading position in several areas.

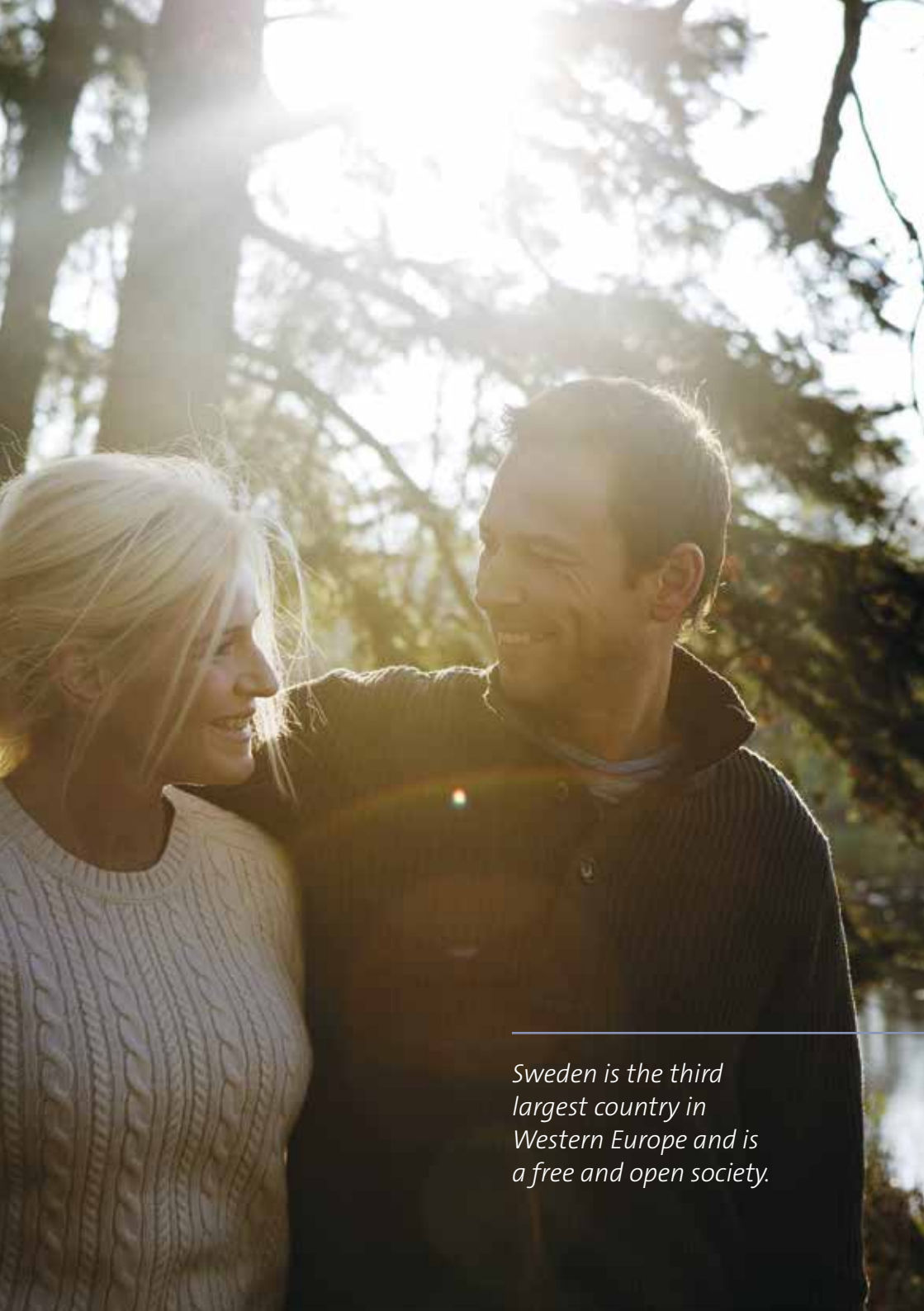
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*Nearly four per cent of Sweden's GDP goes towards research and development – one of the highest rates in the world.*

Sweden is a free and open society. Its people have the right to take part in demonstrations and enjoy freedom of speech, a free press, the opportunity to move freely in nature and the right to scrutinise those in power. Openness is also about creating an equal society.

The principle of freedom of information means that the general public and the mass media have access to official records. This affords Swedish citizens clear insight into the activities of government and local authorities. Scrutiny is seen as valuable for a democracy, and transparency reduces the risk of power being abused. Access to official records also means that civil servants and others who work for the government are free to inform the media or outsiders.





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*Sweden is the third  
largest country in  
Western Europe and is  
a free and open society.*

## Moving to Sweden – planning your stay

### Residence permits

- Nordic citizens (Denmark, Finland, Iceland, Norway, Sweden) do not need a residence permit to be registered in Sweden.
- Citizens of other EU/EEA member states and members of their families have the right of residence instead of a residence permit. All other nationals must have a residence permit to be able to register in Sweden. You must apply for a residence permit at a Swedish embassy or consulate before entering Sweden.
- More information: [www.migrationsverket.se](http://www.migrationsverket.se)

### Additional resources

The Swedish Institute has some excellent websites that contain a wealth of general information about moving to and working in Stockholm, Sweden:

[www.work.sweden.se](http://www.work.sweden.se), [www.visitstockholm.se](http://www.visitstockholm.se),  
[www.movetostockholm.com](http://www.movetostockholm.com)

### Civil registration

- If you plan to stay in Sweden for one year or more, you must register with the Swedish Tax Agency (Skatteverket). It is important that you are correctly registered in the population register, so that you can exercise your rights and enjoy social benefits and allowances.
- You must visit the Tax Office in person. Bring your passport and any documents proving your civil status, birth certificates for any children who are moving with you, and your residence permit. Your department at Stockholm University will provide the Tax Agency with information about your employment. If you will be staying in Sweden for less than a year, you should contact your department at Stockholm University and/or get in touch with your local Tax Office to find out which tax rules apply to you. For example, a person who lives abroad but spends more than six months in Sweden can be considered liable for tax.

## Personal identity number

Everyone registered in Sweden is given a unique personal identity number that is valid for the person's lifetime. The personal identity number is retained even if you move away from Sweden. The personal identity number states the person's date of birth, a birth number, and a check digit. The date of birth is given in six digits. The digits are arranged as follows: Year, month, and day of birth. Thus, a person who has the date of birth 640823 was born on 23 August 1964.

The personal identity number is used when dealing with public agencies, health care, schools and universities, banks and insurance companies. Other companies are not supposed to use the personal identity number, but it is not unusual that it is asked for, for example when dealing with services such as a telephone subscription or a car rental.

## Swedish identity card

When you have received your Swedish personal identity number, you can apply for an ID card from the National Tax Agency. For current application fees please visit the Agency's website.

## Taxation and income tax

If you receive your wage or stipend from a Swedish source, preliminary tax (preliminärskatt) will automatically be deducted at source.

An income tax notice specifying your earned taxable income for the year will be sent to you. This is the information you need for completing the income tax return (självdeklaration), which you must submit (on paper or electronically) to the Swedish Tax Agency at the beginning of May each year, declaring the previous year's income. If you are staying for less than six months, get in touch with the Tax Agency to adjust the tax deduction from your salary accordingly.

Foreign nationals who reside in Sweden and who are paid here usually pay Swedish income tax instead of paying taxes in their own country. To avoid double taxation, Sweden has negotiated agreements with many countries, where the nationals concerned pay their taxes in their home countries. The content of these agreements varies considerably. Some apply to visits of up to two years, others to one-year visits only. Some agreements apply to studies, not research, some only to professors, whilst others apply to anyone invited by a Swedish institution.

## Tax relief for foreign key personnel

Foreign key personnel – experts, researchers and others – may qualify for a special tax relief when working in Sweden. The tax relief legislation provides a 25 per cent reduction of the person's taxable income.

This means that a foreign key individual's income tax will be based on only 75 percent of his or her income. The reduction applies to the first three years of employment in Sweden. However, foreign key personnel may reside in Sweden for up to five years.

Information in English is available at the Taxation of Research Workers Board's website (Forskarskattenämnden):  
[www.forskarskattenamnden.se](http://www.forskarskattenamnden.se)



## Insurance and medical care

### Insurance

Comprehensive household insurance (hemförsäkring) covers the most potential damages such as damage to property, your personal possessions and personal liability. It can also include travel insurance, assault protection and pay certain costs if you get into a dispute with someone. Many companies offer comprehensive household insurance policies with different levels of coverage. Consider carefully which level of insurance you need and pay particular attention to the policy's restrictions and exclusions.

### Medical care

The health system in Sweden is run by the state, which finances the bulk of health care costs. Patients pay a nominal fee for examinations and some tests. The state pays for approximately 85 percent of medical costs, and everyone who is properly registered in Sweden and has a Swedish personal identification number (see above) has access to this system. This means you pay subsidized prices up to a maximum amount, above which you are exempt from paying anything further. Healthcare for children is free.

Contact the Stockholm Health Care Guide (Vårdguiden) Hotline for more information: 1177.

### General medical care

If you need to see a doctor for an illness that is not work-related, call: 1177 (this is NOT the emergency number).

### Dental care

Everyone who lives in Sweden can receive subsidized dental care from the age of 20. Nevertheless, dental care is quite expensive so it might be a good idea to visit a dentist before you come to Sweden. Dental care is free of charge for children and people under 20. More information:

[www.forsakringskassan.se/sprak/eng](http://www.forsakringskassan.se/sprak/eng)

### University health insurance

The University offers visiting researchers and other guests free insurance through the national Legal, Financial and Administrative Services Agency (Kammarkollegiet).

The policy provides emergency medical and dental coverage free of charge for any visiting researchers, lecturers, conference and seminar participants, opponents of doctoral theses and other foreign visitors and their families. More information: [www.kammarkollegiet.se/english](http://www.kammarkollegiet.se/english)

### Medical care for employees

As an employee you can contact the University's healthcare provider helpline for work-related illnesses. The agreement does not include general medical care, but as you might be unable to determine yourself whether an illness is work-related or not, you should always call and consult a nurse. More information: [www.su.se/english/staff-info/medical-care](http://www.su.se/english/staff-info/medical-care)

### Swedish Social Insurance Agency

Swedish social insurance covers everyone who lives or works in Sweden – including international research students. This insurance provides financial protection for families and children and for people with a disability caused by an illness

or as a result of work, injury or old age. The Social Insurance Agency (Försäkringskassan) administers social insurance and ensures that you receive the benefits and allowances you are entitled to.

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*To be covered by a social insurance benefit, you must either work or be a resident in Sweden.*

To be covered by a social insurance benefit, you must, as a rule, either work or be a resident in Sweden. If you work in Sweden, you are also insured for employment-based benefits.

EU/EEA citizens should bring their European Health Insurance Card, issued by the social insurance office in your home country. The card states that you are entitled to health care on the same conditions and at the same price as permanent residents in Sweden.

### Absence due to illness

As an employee at the University, you are required to submit a doctor's certificate to your department, centre, etc., if you are absent due to illness for more than seven calendar days in a row.

All materials relating to illness, including doctor's certificates, etc., are treated in the strictest confidence in accordance with the Official Secrets Act.





For more information see ‘You and Your Workplace’ on the staff web page: [www.su.se/english/staff-info](http://www.su.se/english/staff-info)

### Parental benefits

As a parent you are also entitled to parental benefits if you take time off work to care for a child. For more information see You and your workplace on the staff web page: [www.su.se/english/staff-info](http://www.su.se/english/staff-info)

### Preventive health care

As an employee at the University you are entitled to one hour per week of preventive health care (friskvård, i.e. keep-fit activities) during working hours if you work full-time. You have access to a number of free or heavily discounted activities at Frescatihallen as well as a staff gym. Medley/Frescatihallen independently runs sporting facilities on campus for both students and employees at the University. Some other training networks also offer discounts on their passes. Make sure to take your University payslip, together with a personal ID, if you intend to purchase access.

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*Employees are entitled to reimbursement for basic health and fitness activities upon presentation of receipts.*

Employees are also entitled to limited reimbursement for basic health and fitness activities upon presentation of receipts. According to the Swedish Tax Agency, the reimbursement will only be paid for basic keep-fit sports, such as training fees or the purchase of entry passes for leisure centres such as gyms, swimming pools and other physical activity centres.

Contact your departmental administrator or see the web site for details: [www.su.se/english/staff-info/personnel/working-environment-health](http://www.su.se/english/staff-info/personnel/working-environment-health)



## Working life

### Terms of employment

An overview of the terms of employment for all staff (working hours, leave, vacation, illness and medical treatment, insurance) is to be found in the document 'You and your workplace': [www.su.se/english/staff-info](http://www.su.se/english/staff-info)

### Travel on official business

Travel on official business must be planned and carried out according to the most cost-effective method possible. The person travelling must use the University's appointed travel agencies.

When booking travel from the University's travel agency, a booking confirmation will be sent to a contact person at the department or equivalent to confirm that the person who has made the booking is an employee of the department and is authorized to do so.

The University applies 'climate compensation' for business travel flights. Before making any travel arrangements you should consider whether there is a viable alternative to travelling: e.g. video conferencing.

For travel within Sweden, the travel policy recommends taking the train rather than flying for journeys of up to 500 km. Reimbursement for travel on official business is paid following the submission of a travel expenses claim form.

### Travel insurance

You must carry the Swedish State Business Travel Insurance Certificate on all business trips abroad. This certifies that you are insured by Kammarkollegiet. The Travel Insurance Certificates are issued by your department.

For further information outlining the coverage you are entitled to on business trips abroad, be advised to contact Kammarkollegiet.

### Staff organizations

At Stockholm University formal negotiations between the University and employees are handled by specific unions or associations.

For more information see Staff organisations under the Resources section of the staff website: [www.su.se/english/staff-info](http://www.su.se/english/staff-info)

## Working environment

At Stockholm University everyone – managers, staff and students – contributes to a good atmosphere by actively promoting an excellent, supportive work environment and by complying with applicable work environment policies.

A good psychosocial work environment is imperative as it develops employees' creativity and favourably influences his or her health, creating ideal conditions for optimal work performance. Greater transparency and a supportive work culture create an opportunity for staff and students to have greater involvement and influence at work.

The head of department is responsible for issues relating to the work environment at the department. The safety representative is a trustee who has the task of safeguarding a healthy work environment with specific legal rights and obligations in this area. The occupational and student health services support the management and the departments.

## Ethics

As a researcher or doctoral student at Stockholm University you are expected to uphold the University's commitment to scholarly teaching and/or research. Staff is expected to maintain the rigorous academic standards of a leading international university.

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*Staff is expected to maintain the rigorous academic standards of a leading university.*

Stockholm University is proud of its tradition as an arena for critical cultural and scientific debate, and works actively to ensure that equal opportunities and equality exist for all employees and students. As a member of the university community, you should treat everyone with courtesy and respect, regardless of their role.

## Scientific dishonesty

Students or staff who are found to have knowingly published or attempted to pass off another author's language, thoughts, ideas, or expressions as their own research will be disciplined in accordance with the guidelines stipulated by the Swedish National Agency for Higher Education. More information: [www.su.se/english/about/rules](http://www.su.se/english/about/rules)

## Campus

Most teaching and research activities at Stockholm University take place in the Frescati area just north of Stockholm city, which stretches from the Bergius Botanic Garden in the north to Sveaplan in the south. It is located in the middle of the world's first national city park, and the area is characterised by beautiful nature, remarkable architecture and modern art.

Stockholm University is also located in Kista in Stockholm, a world leading Information and Communication Technologies cluster called Kista Science City, where there are more companies and research institutes in a limited area than anywhere else in Sweden. This provides unique opportunities to link our academic activities to the industry and organizations.





## Social life

### Sports and recreational facilities

Medley/Frescatihallen independently runs sporting facilities on campus for both students and employees at the University. Frescatihallen is a 5,600 m<sup>2</sup> sports centre on campus that offers halls for ball games, badminton, tennis, weight training, group training and more. See also the section on Preventive Health Care (above).

### Faculty club

The Stockholm University Faculty Club Manne Siegbahn is a pleasant meeting place for University staff and researchers to get together and relax. All employees at Stockholm University are entitled to become members. More information: [www.su.se/english/faculty-club](http://www.su.se/english/faculty-club)

### Euraxess Service Centre Sweden (Mobility Centre)

The Euraxess Services Centre Sweden (Mobility Centre) provides easily accessible online information as well as practical assistance for researchers moving to and from Sweden. A wide range of useful information about research projects, jobs, permits, housing and more can be found at the Researcher's Mobility Portal. More information: [www.researchinsweden.se](http://www.researchinsweden.se)

### Stockholm International Researchers Association (SIRAP)

Stockholm International Researchers Association (SIRAP), is an association which organises club evenings, excursions, lectures and other events for international researchers in Stockholm. Membership is free for researchers and their families. More information: [www.sirap.info](http://www.sirap.info)

### Stockholm Academic Network

Stockholm Academic Network is an international spouse network run by Stockholm Academic Forum. Stockholm Academic Forum represents 17 universities and the City of Stockholm.

[www.studyinstockholm.se/international-spouse-network](http://www.studyinstockholm.se/international-spouse-network)

## Accommodation

There is a considerable shortage of accommodation in Stockholm, so finding a flat is a challenge. Make sure to apply for accommodation well before your expected arrival in Sweden.

If you are a research student, make sure to sign up for the queue at SSSB ([www.sssb.se](http://www.sssb.se)), which is the main provider of student accommodation in Stockholm. Please note that the queue at SSSB is usually several years long. If you are a researcher, make sure to apply for accommodation at Wenner-Gren Center ([www.swgc.org](http://www.swgc.org)).

The quickest way of finding accommodation is usually through the sublet market (“second hand rental” directly translated from Swedish). Please remember that fraud is common for this type of rental, so never pay any money before you have seen the apartment and received the keys.

### Accommodation through Stockholm University

The Housing Office at Stockholm University ([www.su.se/english/staff-info/relocation/planning-your-stay/accommodation-for-visiting-researchers](http://www.su.se/english/staff-info/relocation/planning-your-stay/accommodation-for-visiting-researchers)) has a number of apartments for visiting PhD students and guest researchers. Please note, however, that there is a limited supply of apartments, and we can unfortunately not guarantee accommodation for everyone that applies. Please make sure to sign up for the queue well in advance.

### Stockholm University guesthouse

For guest researchers on short term visits to Stockholm University we offer small apartments only 10 minutes from Stockholm City/Stockholm University. Please contact your department so that they can make a room reservation at [housingoffice@su.se](mailto:housingoffice@su.se). The rent is charged to your department.





*Guest researcher accommodation at Kammakargatan 36B.*

## Research funding

### How to find research funding

The Research Liaison Office at Stockholm University can help with information about research funding in Sweden and how it is handled at the University. More information:

[www.su.se/english/staff-info/services/research](http://www.su.se/english/staff-info/services/research)

### National funding

The state is the largest funder of research at colleges and universities in Sweden. The main government research funding, in addition to direct appropriations from the state to colleges and universities, are research councils and other research funding agencies. Research foundations, the EU, local authorities and other regional grants may help you fund further research.

### Research funding agencies

There are four agencies that primarily fund research in Sweden:

- The Swedish Research Council (Vetenskapsrådet, VR) is the largest state funding agency for basic research at Swedish universities, colleges and institutions. The Council provides support for research within research infrastructures, medicine, clinical therapy research, humanities and social science, natural and engineering sciences, development research, educational sciences and artistic research.
- Formas, that supports basic research and needs-driven research in the fields of Environment, Agricultural Sciences and Spatial Planning.
- The Swedish Council for Health, Working life and Welfare (Forte) supports basic and needs-driven research in the fields of people's health, working life and welfare.
- VINNOVA, the Swedish Governmental Agency for Innovation Systems, primarily supports needs-driven research activities in the areas of Health and Healthcare; Transportation and Environment; Services and ICT; Manufacturing and Working Life.

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*The state is the largest funder of research at colleges and universities in Sweden.*



## Research foundations

A number of agencies that support research were formed in the mid-1990s with funds from the previous wage-earners' funds. Among the largest of these foundations are the Foundation for Strategic Environmental Research (Mistra), the Swedish Foundation for Strategic Research (SSF) and the Swedish Foundation for International Cooperation in Research and Higher Education (STINT). The Bank of Sweden Tercentenary Foundation (Riksbankens Jubileumsfond, RJ) is another important foundation formed with public funds that supports research.

## Private funders of research

In addition, many private funders provide significant contributions to research. Among the largest are the Knut and Alice Wallenberg Foundation, the Marianne and Marcus Wallenberg Foundation and the Swedish Cancer Society.

## EU funding

EU is an important funder of research at the University. Horizon 2020 is the biggest EU Research and Innovation programme ever with nearly €80 billion of funding available over 7 years (2014 to 2020).

## Research professional—find funding fast

Stockholm University subscribe to Research Professional, a major database of research funding opportunities, which is available to all researchers and staff. Research Professional contains information on calls for research funding, postgraduate and postdoc funding, travel grants, conference grants, and much more. All calls in Research Professional that are displayed to you are open to Swedish applicants, including calls from abroad, e.g. the U.S.

The database can be searched from all computers connected to the Stockholm University network by entering via the Campus access button. You can also set up a personal account, which will enable you to save searches, make bookmarks, and subscribe to alerts by e-mail—a single e-mail per week with all the current calls that match your saved searches. [www.researchprofessional.com](http://www.researchprofessional.com)

## Calls for proposals and applications

Before applying for any grant, always contact your head of department to have your application approved. Also contact the Research Liaison Office who will be able to give you advice and support. The financial officer at your department will assist you with making your project budget and the Human Relations Office can help with employment issues.





## Additional resources

On the Stockholm University website [www.su.se/relocation](http://www.su.se/relocation) we provide the most updated information, which will make your relocation process as smooth as possible regarding migration rules, residence permits, social insurance and medical care.

The Swedish Institute has an excellent website that contains a wealth of general information about working in Sweden, including a step by step guide to plan your move.

**[www.work.sweden.se](http://www.work.sweden.se)**

**[www.movetostockholm.com](http://www.movetostockholm.com)** is City of Stockholm's site about moving to Stockholm.

For online information to mobile researchers, visit

**[www.euraxess.se](http://www.euraxess.se)**

Stockholm Academic Forum: **[www.staforum.se](http://www.staforum.se)**

Stockholm Academic Network, for international partners and spouses with a focus on job and career related activities:

**[www.studyinstockholm.se/international-spouse-network](http://www.studyinstockholm.se/international-spouse-network)**

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