



Postdoctoral researchers at UPSC

Welcome to UPSC. We hope that you will have a productive and enjoyable time during your postdoctoral research here. We are pleased to provide you with some information about accommodation, Swedish personal number, tax, health insurance and your duty, to facilitate your smooth transition to UPSC as a postdoc.

UPSC is composed of two departments from two universities:

- Department of Forest Genetics and Plant Physiology, Swedish University of Agricultural Sciences (SLU); department name is often abbreviated to GenFys; the head of department is Karin Ljung (Karin.Ljung@slu.se).
- Department of Plant Physiology, Umeå University (UmU); department name is often abbreviated to PlantPhys or FysBot; the head of department is Stefan Jansson (Stefan.Jansson@umu.se).

1. Before and after your arrival

Before your arrival, it is very important to register at the UPSC webpage <http://www.upsc.se/register.html> (your PI/group leader should provide you with an account name and password). If you need help to find accommodation through UPSC, please contact the **UPSC international officer** (international@upsc.se).

The most important tasks for non-Swedish postdocs after arrival are to apply for a **Swedish personal identification number** from the tax office “Skatteverket” and open a bank account.

2. Tax, health insurance and benefits

All postdocs working at UPSC will receive the following:

- Before receiving a Swedish personal number, you are temporarily covered by health insurance from your university through “Kammarkollegiet”, called the “Swedish State Group Insurance and Personal Insurance” or **GIF** for short. You will find detailed information about your GIF insurance at: <http://www.kammarkollegiet.se/>.
- Once having received a personal number, you should **register** with the Swedish Social Insurance Agency “Försäkringskassan” (<https://www.forsakringskassan.se/>) and then you will be covered by basic health insurance as received by all Swedish citizens. Accident insurance will also be provided by your university during your time spent at work and commuting to/from work.
- You can also apply for a European health insurance card from “Försäkringskassan”, for use during travel inside Europe.
- Postdocs at UPSC also have the opportunity to get help with work-related health issues through the healthcare centres **Feelgood** (for UmU postdocs) and **Prevía** (for SLU postdocs).
- We recommend that postdocs also privately purchase additional insurances such as home insurance, insurance for vacation travel, etc. If you moved here with your family, we recommend purchasing additional health insurance for family members.



For tax and benefits purposes, there are two different types of postdoc position at UPSC. Some postdocs receive a taxed salary, while others receive a tax-free stipend. See below for more details:

A. Taxed salary postdocs: If you are a postdoc with a taxed salary, you are a formal employee of your university and will receive the following benefits once you receive your Swedish personal number:

- Contribution to the retirement **pension**.
- **Paid holiday days**, at least 25 days/year, increasing with increasing age.
- Long term paid **sick and parental leave** (but not necessarily prolongation of the length of your contract due to sick/parental leave, this depends on the type of contract you have, see the document "Guide to SLU and UmU Postdoc Positions at UPSC").
- Possibility to register for **unemployment benefits** via Akademiska A-kassa (please note there's a minimum membership period while being employed before being able to get unemployment benefits; see <http://www.aea.se/>).
- **Subsidies** for personal wellbeing activities, for example a highly reduced cost for IKSU Sports Centre membership.

B. Tax-free stipend postdocs: These stipends are training fellowships made possible by a special agreement between funding agencies and the Swedish tax authorities:

- These stipends are not salaries and postdoctoral fellows paid on a stipend are **not formal employees** of the universities - the stipend is normally paid directly to the postdoc from the funding agency.
- For non-Swedish citizens, if you are an EU citizen, you and any accompanying family members must hold an EU health insurance card from your home country or last country of employment which is valid for at least one year (you need to cover any costs for this yourself) in order to apply for a personal number. This is not a requirement for non-EU citizens holding a Swedish residence permit.
- You are welcome to take **time off** equivalent to the holidays of formal employees, at least 25 working days a year, increases with increasing age.
- You are **not entitled** to most of the benefits that taxed salary postdocs receive, such as retirement pension contribution, long term paid sick or parental leave or personal wellbeing subsidies. However, an arrangement exists that postdocs on stipends may purchase IKSU Sports Centre membership at the student price.
- Stipend postdocs might not be directly refunded for travel expenses, congress costs (registration fees, hotel and meals) or any similar type of expenses such as courses abroad or visit to collaborators, depending on the funding agency. Therefore please check that your PI will reimburse these costs before planning any travel or courses.



3. Postdoctor's duty

The ambition at UPSC is to sustain an **open and friendly** scientific atmosphere. We encourage students and postdocs to **collaborate** and to **help each other** with various technical issues to maximize the collected knowledge at UPSC. The equipment at UPSC is mostly a common resource but you must check with the responsible person prior to use - take care that you have received introductions before use and have booked the equipment correctly. Care and duty should be exercised to maintain a **clean and good working environment** for common facilities. Take note that at UPSC many duties are considered common, such as emptying hazardous waste bins and greenhouse facility bins, for example.

UPSC encourages an **honest and critical discussion** of results and primary data within and between the research groups. **Lab books** containing raw data and describing experiments must be kept during your stay at UPSC and provided upon request. These lab books should be written in English and should be left with your PI when you leave UPSC. We have a **“zero tolerance” policy** for scientific misconduct, sexual harassment, bullying, discrimination or any other types of misconduct within UPSC. If you experience any situation of this kind, you should immediately contact the head of your department.

4. Other information

There's more information available for you at the following webpages:

- At the UPSC webpage: <http://www.upsc.se/>
- At the UPSC department webpages, where you can find documents/forms:
SLU: <https://slu.upsc.se>
UmU: <https://intra.aurora.umu.se/org/plantphys>
- At the general university/department webpages:
SLU: <http://www.slu.se/skoggenfys>
UmU: <http://www.plantphys.umu.se/>

For questions related to international issues, we recommend you to get in touch with employees of the International Office of your university.

Please sign the last page of this document together with your group leader / PI and give that page to your department administrator (usually the same administrator who gave you this document).

We hope that you will take advantage of the scientific and cultural environment at UPSC and that you also are willing to share your knowledge and experiences with your colleagues to develop and improve UPSC further. Good luck with your research!



Information for Group Leaders / Principle Investigators (PIs) hosting postdoctoral researchers at UPSC

Here is a summary of important information for you as a group leader regarding postdoctoral researchers:

- If a new postdoc from another **EU** country is going to join your group on a **stipend**, please ensure that the postdoc brings with them an EU health insurance card from their home country or country of last employment in order to get a Swedish personal number.
- As a group leader, you are responsible for ensuring that your postdoctoral researchers are **insured** during their time at UPSC. The initial insurance for new postdocs arriving from abroad is provided by the university through “Kammarkollegiet” (Swedish State Group Insurance and Personal Insurance, called GIF for short). However, to be covered by this insurance it is absolutely essential that you make sure that the postdoc is **registered** as a member of the department. Once the postdoc has received a Swedish personal identification number, they can receive benefits from the Swedish social security system.
- All postdocs at UPSC, including those on stipends, are entitled to take **time off** equivalent to the holidays of formal employees i.e. at least 25 working days a year.
- As the group leader, you are responsible for **introducing** new postdocs in your laboratory to the working routines at UPSC, for signing the relevant safety and IT documents and for ensuring your postdocs take the relevant health and safety tours that are required for the UPSC lab and greenhouse facilities.
- Tax-free **stipends** are training fellowships, made possible by an agreement between the Swedish tax authorities, funding agencies, and Swedish universities. These stipends are not salaries and postdocs on stipends are not formal employees of the universities, nor do they receive many of the benefits that taxed salary postdocs receive. Possibilities for alternative subsidies should be discussed with your head of department.
- Postdocs paid on **stipends** might not get refunded from the fellowship for travel expenses, congress costs (registration fees, hotel and meals) or any similar type of expenses such as courses abroad or visit to other collaborators during their training period. Therefore, you as PI should make the decision of who will pay these expenses.



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Regarding the document “Postdoctoral researchers at UPSC”:

I have read and understood this information.

Name of postdoc researcher Name of PI Date

Signature of postdoc researcher Signature of PI Date

Please give this signed page to your department administrator.