

## Appendix 2 to URA-contract

- Stationing with URA requires a permanent connection to a workplace in another country and there should be an exchange between KI and the university / equivalent abroad. The international mission is to benefit KI's operations. URA contracts are not constituted for residence in another country if the intention is to work on scientific publications for your own part, or work abroad for private reasons.
- URA employment should in general be full time (100%).
- For employment on a URA contract to be possible, you must be registered (folkbokförd) in Sweden. You must also be registered in Sweden throughout the whole URA stay to ensure taxation and social security membership in Sweden. Proof of this should be submitted to HR at the department ("Personbevis som riktar sig mot arbetsgivare" or "Utdrag om folkbokföringsuppgifter"). It is important that "You are not moving to the country but staying and being posted for a certain period by a government agency" when you are in contact with the Swedish Tax Agency.  
For persons stationed in Nordic countries, there is a special agreement between the countries that you should only be registered in one of the countries and it is the receiving country that decides how this should look. If you need to register in the country of posting, you should also inform the Swedish Tax Agency that you are posted by a Swedish authority and that you will continue to pay tax in Sweden and be covered by social insurance.
- You must not receive any other compensation during the posting abroad.
- A certificate (most of the time called A1 certificate) from the Swedish Social Insurance Agency regarding Swedish social insurance affiliation must have been submitted to HR at the department and be taken along during the URA posting. For URA postings within the EU/EEA/Switzerland, the EU card must be taken along. If the URA contract is canceled in advance, you are obliged to contact the Social Insurance Agency.
- It is not allowed to have a secondary occupation during stationing time.
- Additional costs and accompanying allowances are determined according to a maximum and standard amount, which is changed 2 times / year by the central HR department. The remuneration is adjusted to the financial conditions that exist and requires increased living costs due to the stationing. It is the employer who decides whether tax-free benefits should be paid. You should be able to prove the amount of lost employment income through certificates from the accompanying spouse's employer (for example, a copy of the leave application).
- A copy of the lease on the accommodation at the station location must be handed to HR at the department. Compensation for housing costs is only given if you have additional costs p. period abroad. If you rent out your home in Sweden, this amount will be reduced.
- Purchase of air travel may only be made through KI's procured travel agency.
- The URA agreement takes over the terms of the Villkorsavtalet (collective agreement within the Authorities of Sweden), URA is a separate form of agreement.
- Any service and home trips during the URA station should be reported via HR at the institution, of which any additions will be adjusted.

- Expenses associated with the URA station should be reported via the PA web. The department is responsible for ensuring that the remuneration does not exceed the maximum amounts and that they are in accordance with the URA contract.
- As an employee, you are obliged to disclose- and provide information about the conditions for your international posting, so that KI can make a fair assessment of your opportunities before your international posting. Changes during the staging period must be communicated to HR at the department, directly when the change occurs, not afterwards. Examples of changes are pregnancy, the contract is canceled prematurely / returned before the end of the contract period, the accompanies starts working, the accompanies travels home, other changed family conditions, the rent is increased during the stationing, the accommodation in Sweden is rented out (this income must be deducted from the cost of living in the stationing country).
- It is not allowed to be on leave of any kind during the URA contract period.
- You and any family members (mentioned in the contract) are covered by the Kammarkollegiet's URA insurance during the time of the placement. You will receive a certificate of the insurance from HR at the department, one certificate per family member. Check the conditions and notify changes to Kammarkollegiet and KI, pregnancy must always be reported at an early stage.
- Salary audits are performed in accordance with KI's audit times.

**Please provide your contact details (phone number) at the place of secondment to the HR of the department.**

**The above conditions are confirmed upon signature of the URA contract.**