

## August T Larsson Guest Researcher Programme

### The Faculty's Intentions for the Programme

The Faculty of Natural Resources and Agricultural Sciences has at its disposal the annual income from the fund capital that was established through August T Larsson's request. In 2011, the faculty board decided to establish a guest researcher programme financed by the fund's income.

The guest researchers who are admitted to the programme are to be prominent researchers within their fields and work at well-reputed higher education institutions from all across the world. Decisions concerning admission to the programme are made by the dean on the basis of recommendations from the August T Larsson Guest Researcher Programme's committee.

The guest researchers are expected to contribute by, for example:

1. Teaching at first, second and third-cycle level
2. Researching and publishing within their respective area of expertise
3. Supervising researchers

Guest researchers from the programme can apply to bring someone from their research group for a week or so in conjunction with, but not necessary at the exact same time as, their stay at SLU (known as a "tag-along"). The programme reimburses a tag-along's travel and accommodation costs within reasonable limits, i.e. normally no more than SEK 15–25 000 per tag-along and occasion.

The faculty's ambition is for the guest researcher programme to be generous and attractive. This is contingent on SLU's administrative management being effective and flexible, and the admitted guest researchers experiencing a high level of service when dealing with SLU. Shortcomings in this respect will have an impact on the prospect of future admissions to the guest researcher programme at a department that does not live up to the programme's ambition. The faculty office assists by assessing how different situations and needs can be addressed.

After the first year, a simple presentation is to be submitted to the faculty office (programme co-ordinator Marnie Hancke) regarding the guest researcher's activities and results achieved during their stay. This is for the faculty to be able to gauge whether the guest researcher's stay has, to a reasonable extent, lived up to the expectations that existed at the time of application. Deviations from the original plan in terms of time and content are not necessarily a problem and the need to alter plans is very common within academia. Nevertheless, it is important to inform the faculty office when plans are altered so that the periods during which the guest researchers' will be at SLU and the financial frameworks are known prior to the planning of future calls.

## Employment of Guest Researcher at SLU

Normally, admitted guest researchers work at one of the NJ Faculty's departments for 1–2 months per year. An agreement between the department and the guest researcher that regulates the guest researcher's time spent at SLU, responsibilities and remuneration is to be signed annually. Generally speaking, this agreement is drawn up for one year, with the option to extend it for another two years. In most cases, the guest researcher is expected to take advantage of this opportunity, i.e. make periodic visits over the course of a three-year period. The department is responsible for ensuring that an agreement is drawn up and that a copy of this is sent to the faculty office. If appropriate, the head of department is to arrange temporary employment at the department for the guest researcher.

If the guest researcher's home institution does not permit temporary employment at SLU, an agreement is to be drawn up between SLU and the home institution in which SLU undertakes to pay the home institution for the time the guest researcher is “on loan” to SLU. In practice, this means that SLU as a host institution compensates the home institution for the guest researcher's salary and any benefits while they are working at SLU. In such cases, the head of department is to consult with the faculty office with regard to the formulation of this agreement. Finally, the agreement is to be reviewed and approved by SLU's legal officers before it is signed by the parties.

Tag-alongs are not to be employed at SLU.

## Accommodation

Guest researchers who are staying in Sweden for a short period of time can stay at a hotel. Booking of hotel is preferably made in accordance with the governmental regulations and contracts;

<https://www.avropa.se/ramavtal/ramavtalsomraden/resor-och-boende/hotelltjanster/>

Guest researchers who stay for more than a couple of weeks should, for reasons of cost, be accommodated at an apartment hotel or equivalent. In these situations, the faculty office recommend accommodation at Uppsala lägenhetshotell:

<http://uppsalalagenhetshotell.com/en/>

or hotel Centralstationen also offering long term stay:

<http://hotellcentralstation.se/>

The responsible department at SLU must plan for accommodation and for the handover of keys etc. to incoming guest researchers and tag-alongs.

Guest researchers who would like alternative accommodation can make arrangements for this and sort out how any reimbursement is managed with the host institution. It makes no difference to the guest researcher programme how the accommodation is arranged as long as the cost is reasonable.

## Travel

The guest researcher programme covers the cost of travel to and from Sweden and, when appropriate, also within Sweden. Travel within Sweden must be justified by the activities that have been planned and agreed on. Additional travel must be approved by the faculty office.

Travel is ordered via SLU:s travel agency in accordance with standard procedures at SLU. On a few occasions, the guest researcher programme has paid for travel that involves stopovers and breaks in the journey in excess of those that were necessary for the specific route. This has been deemed to be consistent with the principle that the programme is to be generous and sought after. However, the reasonability of this must be assessed on a case-by-case basis.

Normally, transport to and from Arlanda airport is carried out via train or bus to meet SLU:s environmental objectives, but a taxi can be ordered and then paid for by the programme if necessary. SLU has an agreement with Uppsala Taxi; +46 18-100 000

## Finances

The responsible department is to set up a specific project account in the 5-series in which all the costs of the guest researcher and tag-along are to be account-coded. The faculty office (Patrik Pederson) is to be informed of the project number. The faculty office monitor the project number and in connection with the quarterly accounts, i.e. 4ggr / year, an income corresponding to the costs is posted. It is very important that the account-coding and billing is processed in accordance with these

directives as this is the only opportunity the faculty office has to monitor financial developments in the guest researcher programme.

The largest expenditure item is usually the guest researcher's salary. In the past, there has been an indicative ceiling of SEK 75 000 per month, but this no longer applies. Consequently, guest researchers who have high salaries in their home country can maintain the level of their salary in Sweden as well. However, one should bear in mind that with the 20 or 25 per cent SINK tax, the net salary will be relatively high, even with a ceiling on gross salary of SEK 75 000 per month.

## Work permits, taxes and insurance

### *Work permits:*

Guest researchers are exempt from the work permit requirements in the case of employment less than 3 months.

### *Residence permit or visa:*

No residence permit is required for visits less than 3 months. On the website of the Swedish Migration Agency you can find more information about visa requirements.

### *SINK-tax:*

Those who reside abroad and work for less than six months per year in Sweden are able to pay a special income tax. This usually means that the tax rate is 25 per cent. No tax return is required (and therefore no deductions can be made). The host institution submits a SINK application to the Swedish Tax Agency. A copy of the passport is needed for this. The Swedish Tax Agency:

<http://www.skatteverket.se/privat/skatter/arbeteinkomst/internationellainkomster/bosattutomlands/sinksarskildinkomstskattforutomlandsbosatta.4.6fdde64a12cc4eee23080002583.html?q=SINK>

### *Insurance:*

Guest researchers at SLU are insured via Kammarkollegiet's group and personal insurance. This includes medical and dental care cover, repatriation cover, accident cover, property cover, liability cover, legal expenses cover.

However, for citizens of the Nordic countries, the EU/EEA and Switzerland, medical and dental care is not covered as special agreements already exists between these countries. Therefore, it is important that people from these countries bring their European Health Insurance Card or equivalent from their home country.

Accompanying family members are not insured.

## Notification of the Guest Researcher's Stay at SLU

The faculty office is to be informed prior to a guest researcher's arrival. It is important that the faculty office knows which guest researchers are on site at any given time to, for example, be able to arrange meetings with other researchers. The department is therefore to inform the faculty office prior to a guest researcher's arrival at the faculty.

In conjunction with the first visit, a plan and a simple budget for the first year's activities is to be submitted. The budget is to include all expected costs, i.e. salary, travel, accommodation, any tag-along and any other expenses. Following the completion of the first year, a new budget is to be submitted for the remaining period.

### Contact

Marnie Hancke, Programme-Coordinator

Faculty Office - NJ

Tel: +46 (0)18-67 11 81; +46 (0)72 217 82 07

marnie.hancke@slu.se