



* = required fields

Personal information

All first names *	Surname *
Swedish civic registration number (YYYYMMDDNNNN) *	KI-ID (if you have been previously at KI)
If you have no Swedish civic registration number: Use your date of birth and passport-or national identification document from a Schengen country (*)	
Gender *	Date of birth (YYYYMMDD)
Country *	Number (passport number) *
I have a residence permit in Sweden Yes No	Number (national-ID number) *

Contact information

Street address (and c/o if applicable)		E-mail
Zip	City	Telephone (e.g. +4685240000)
Province/state	Country	Mobile (e.g. +46705248000)
I have a protected identity (If Yes this must be proved) Yes No		

Employment / livelihood

Employer/university/university college	Specify company/organization/university/university college/other
--	--



Declaration of duties – affiliate

This is an enquiry concerning any assignment in addition to activities at KI. Affiliates must be prepared to report any such assignments to KI on request of the head of department. Such a request must always take place prior to a decision regarding affiliates. The declaration pertains to all assignments, duties, occupations or positions (henceforth designated; occupations) that the affiliate has in addition to their activities at KI. Even basic positions at a hospital etc. are to be reported. When the affiliate has reported their duties, the head of department or equivalent assesses whether the occupation damages confidence or not. KI considers it to be unacceptable for affiliates at KI to have occupations that may damage the confidence in KI as a public authority and an employer. Affiliates are not covered by the regulations in the statute and collective agreements that regulate secondary occupations for employees. It is, however, possible to obtain guidance about what applies concerning secondary occupations that damage confidence here <https://staff.ki.se/secondary-occupations>

Name (first name and surname) *	Title
Department (If active in more than one department, one statement is submitted pertaining to all occupations) *	
Statement (choose one option below) *	
I have no occupations in addition to my activities at KI	
I have the following occupations in addition to my activities at KI	
<i>Description of occupations.</i> Specify the principal/employer, as well as the nature and content of the occupation, the role/mission you have and specify information about the client. If the occupation is research, describe the research and report how the research fulfills any permit requirements. If you have a commitment to your own company / foundation or equivalent, describe your role and state information about the company and if there is an agreement or cooperation with KI	

Decision of affiliation

A decision of affiliation with Karolinska Institutet is made by the Head of Department and concerns participation in the activities at Karolinska Institutet without an employment contract or admission to graduate education. The association is valid only if the person to be associated agrees to the **conditions for affiliation** and for **treatment of personal information** (find information below).

I here with confirmed that: *
<ul style="list-style-type: none">• The above information is correct• I accept the conditions for affiliation• I have taken part of code of conduct• I accept the processing of personal data described in this application• I have reported any assignment of employment or other activities carried out in addition to the activities of Karolinska Institutet by filling the part of Declaration of duties in in this application for affiliation with Karolinska Institutet
Date and signature



Conditions for affiliation

The following conditions apply to the affiliation. By signing, the signatory agrees and commits to comply with the following rules.

1. The affiliation does not involve an employment at Karolinska Institutet, nor admission to undergraduate or postgraduate education. For the sake of clarity, the affiliation does not mean that Karolinska Institutet is responsible for paying a salary or assuming other employer responsibility for the affiliated person.
2. The affiliated person may not, in any respect or context, make sense of being employed by Karolinska Institutet.
3. When using the Karolinska Institute's IT resources, the attached person agrees to comply with and follow the Karolinska Institute's IT usage rules, see <https://medarbetar.ki.se/it-sakerhet>.
4. The attached party undertakes to comply with the rules and procedures in force at Karolinska Institutet and the department and other instructions from the department concerning the activities of the department. (A summary of central regulations can be found at: <https://staff.ki.se/rules-and-guidelines-a-z>.)
5. Insofar as the affiliated party participates in KI activities under contract between KI and third parties, the affiliated person shall be liable for non-compliance with the terms of the agreement, such as for the transfer to third parties of such intellectual property rights as the affiliated may be generated within the scope of the business.
6. The affiliated person may not transfer research results or other material or immaterial nature to his or her principal employer or other without the Karolinska Institute's written approval.
7. The affiliated party undertakes to abolish the same confidentiality as applicable to Karolinska Institutets employees in general and to such confidentiality as is agreed with third parties in affiliation with mission research or, if so, in other cases.
8. The affiliated person can not claim to participate in certain research at Karolinska Institutet.
9. The affiliated person has reported possibly assignments, employment or other duties carried out in addition to the activities of Karolinska Institutet through filing the part Declaration of duties in this application for affiliation with Karolinska Institutet.
10. The association can be terminated by Karolinska Institutet without justification. The extension may also terminate at the request of the affiliated person.
11. The attached person accepts the personal data processing described below.



**Karolinska
Institutet**

Affiliation with Karolinska Institutet
Application

Information about how personal information is treated for persons affiliated with Karolinska Institutet

Karolinska Institutet (KI) is the controller for the processing of your personal data. Your contact person for this processing is department the connected to the affiliation.

Contact information to KI's Data Protection Officer (see KI:s homepage for contacts), or e-mail: dataskyddsbud@ki.se

The legal basis for personal data processing is public interest or in the exercise of official authority vested in the controller.

The information that is supplied in the application for affiliation with KI will be stored in a computer database for security and administration purpose. The stored information is available to KI and, after partners approved by KI (for example, other universities, Region Stockholm). KI is a public authority and is thereby obliged to comply with, among other things, the rules on public documents, public authority archives and public statistics. KI will therefore also process personal data in the manner required to comply with other applicable legislation. Since KI is a public authority your personal data and other information about you can become subject of a request from the public in accordance with the Public Access and Secrecy Act, before an extradition KI will perform a secrecy examination.

Your personal data is handled in accordance with regulations regarding public authority archives. The decision of affiliation together with personal data will be archived at the department and in the computer database will be archived/stored in accordance with KI's archive formation plan for the university administration. After ending the affiliation with KI, your personal data will be saved for one (1) year after the termination. Thereafter all personal data will be removed except for the names and identification data that are saved for another 10 years before they are finally removed.

You have the right under certain circumstances to have your data deleted, corrected, and limited access to the personal data processed, and the right to object to the processing. To use your rights, contact KI:s registrar at registrator@ki.se

If you have any comments or complaints on how KI's process your personal data, please contact us at dataskyddsbud@ki.se.

If you are not satisfied with KI's answers you can contact the Swedish Data Protection Authority with complaints regarding KI's processing of your personal data, datainspektionen@datainspektionen.se or 08-657 61 00.



Code of conduct – For a good working atmosphere at KI

A good working environment is an important condition for Karolinska Institutet (KI) to achieve the objective of being one of the top universities in the world. KI's workplace shall be characterized by professional leadership and teamwork, participation, transparency and permitting attitudes and approaches. The working environment shall promote a sense of security, well-being and health. All employees shall be treated with respect. KI does not tolerate discrimination, harassment, bullying or victimization.

The code of conduct is based on the fundamental core values of KI. The code clarifies the responsibilities of all co-workers at KI and what is expected of each individual, mainly from a psychosocial work environment perspective.

The term "co-worker" denotes all those active at KI, whether they be employees or non-employees, such as scholarship holders and other affiliates.

The code below is a clarification of employeeship and a complement to legislation, agreements as well as internal rules and guidelines. Further information and explanations will be found in the document "Instructions in respect of the code of conduct" and on www.ki.se under the tab "Working at KI".

1. I will take responsibility for being aware of and complying with the legislation and internal rules and guidelines that apply to my specific work and position.
2. I shall set a good example. I will treat everybody with respect and consideration, and I have a professional approach when interacting with others.
3. I shall not cause or contribute in any way to discrimination, harassment or offensive treatment, whether it is based on a person's gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The same applies to bullying or other victimization regardless of cause.
4. I will notify my immediate superior, other superior or the local or central HR office if I perceive that discrimination, harassment or offensive treatment has taken place amongst my colleagues. I can also contact a safety delegate and equal treatment representative in the same matter.
5. I will notify my immediate superior if I, due to a close relationship with a colleague/co-worker, am at risk of causing a conflict of interest or other situation that may affect the overall confidence in KI as an authority and employer.
6. I am aware that the ability and willingness to contribute to a good atmosphere in the workplace and to interact with colleagues and students in a positive and respectful manner are criteria that can affect individual salaries and/or career development.
7. I am aware of the fact that behaviors and actions which violate legislation and internal rules or guidelines may result in changed duties, disciplinary actions or in extreme cases, dismissal from employment or termination of affiliation to KI.



Relationship to Karolinska Institutet (Filled in by Karolinska Institutet)

Main basis for affiliation *	
Reason for affiliation (most be clearly and justified from an operational perspective) *	
Department *	
Organizational unit connected to the affiliation (State one organizational unit) *	
Division/Centres	
Unit/Research group	
Team	
Economic project that should be charge IT fee	
Project (max three projects can be specified) *	If IT fee is to be re-invoice (If Yes please state billing address in Comment) Yes No
The affiliation is valid for the period (NOTE! An affiliation should be for a fixed period, and maximum of three year thereafter a new decision of affiliation must be done)	
From (YYYY-MM-DD) *	To (YYYY-MM-DD) *
Other information or comment	
Comment	