

## New affiliation at KI

To be filled in by the associated

\* = required fields

Decisions on affiliation with KI are made by the head of department or equivalent and mean that you can participate in KI's activities without being employed or admitted to doctoral studies.

### Personal data

KI-ID (Stated if you have previously been at KI)	
Firstname*	
Lastname*	
Swedish personal identity number or coordination number* (YYYYMMDDNNNN)	

**If a Swedish personal identity number or coordination number is missing, please fill in below. Use passport number with date of birth or national ID document from Schengen country (\*)**

Passport number	National ID document number from Schengen country
Date of Birth (YYYYMMDD)	Country
Gender	I have a residence permit in Sweden Yes      No

### Contact information private

Postal address (and possibly c/o)	
Postalcode (123 45)	City
Province/state	Country
Phone (including country code e.g. +4685240000)	Mobile (including country code e.g. +46705248000)
E-mail (KI) if available	E-mail private
I have a protected identity (If yes, this must be proven)) Yes      No	



### Assignment report

Please state any assignments or employment alongside your assignment at KI.

KI does not accept activities that may damage KI's trust as a public authority and employer. Read more about tasks that damage trust here <https://staff.ki.se/your-employment/secondary-occupations>

Please select an option below: \*

- ☐ No, I do not have any tasks in addition to my activities
- ☐ Yes, I have the following tasks in addition to my activities at KI

**Description of tasks:** List all tasks you have in addition to your activities at KI. For each task, specify:

- Clients
- Type and content
- Your role/assignment
- Information about the client

**If the activity concerns research:** Describe the research at another department or other educational institution and how it meets any requirements for a permit.

**If you are involved in your own company/foundation or similar:** Describe your role and provide information about the company/foundation. Also state whether there is an agreement or other collaboration with KI.

The affiliation is valid on the condition that you accept the terms and conditions for the affiliation and the processing of your personal data.

- ☐ Yes, I hereby confirm that \*
- I certify that the above information is correct.
  - I consent to KI processing my personal data, in accordance with Appendix 1 "Information on personal data processing in connection with affiliation".
  - I have read KI's Code of Conduct and will follow them, according to Appendix 2 Code of Conduct.
  - I accept the terms and conditions of the connection, as set out in Annex 3 "Guideline for Attachment".

Date and signature of the affiliate \*



## Connection to KI

To be completed by the manager/client at KI

\* = required fields

### Financial project number that will charge IT fee

Specify a maximum of three projects to be charged IT fee *	If the IT fee is to be re-invoiced * <input type="checkbox"/> No <input type="checkbox"/> Yes, (Enter the billing address in Notes as comments)
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State the department and an additional organisational level, i.e. division or unit/research group or team. Do not state all the levels.

Institution *
Department
Unit/research group
Team

**Period of attachment. The affiliation is valid for a period of up to three (3) years in accordance with KI's regulations and instructions in Dnr 1-683/2024. An affiliate may only be affiliated for a maximum of 3 years including extension. Thereafter a new attachment case is needed.**

Starting(YYYY-MM-DD) *	To (YYYY-MM-DD) *
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### Basis for affiliation

Main basis of affiliation *
Employment/livelihood *
Motivation for affiliation *

**Note. State the invoice address if the IT fee is not to be paid by KI but is to be re-invoiced.**

Please state your first and last name, project, department/counterparty and amount, if the IT fee is to be re-invoiced. Other comments
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**Appendix 1 Information on personal data processing in connection with affiliation**

Karolinska Institutet (KI) is responsible for the processing of your personal data. Your contact person for this processing is the Department responsible for the affiliation. Contact information for KI's Data Protection Officer [dataskyddsbud@ki.se](mailto:dataskyddsbud@ki.se)

The legal basis for the processing is part of the public interest or the exercise of public authority. The information provided in connection with the extension will be compiled in a data register for security and administrative purposes. The information is available to KI and, in connection with login and access control, also to KI's approved partners (e.g. other universities, SLL). KI will also process your personal data in accordance with the rules regarding public documents, public authorities' archives and public statistics. KI will therefore also process personal data in the ways necessary to comply with applicable legislation. KI may disclose your personal data to the person requesting an official document if your personal data is contained in it, in accordance with the rules on public documents, unless they are to be classified as confidential.

The connection decisions are archived at the department and the personal data in the data register is archived/stored in accordance with KI's archive formation plan for the university administration. After termination of affiliation at KI, you will store your personal data for one (1) year, after which all data will be deleted, except for names and identification data, which will be stored for another 10 years before they are finally deleted.

You have the right, under certain circumstances, to have your data deleted, corrected, restricted and to access the personal data being processed, as well as the right to object to the processing. To exercise your rights, please contact [registrator@ki.se](mailto:registrator@ki.se)

If you have any comments on KI's processing of personal data, you can contact [dataskydd@ki.se](mailto:dataskydd@ki.se). If you are not satisfied with KI's response to your contact, you can turn to The Swedish Authority for Privacy Protection with a complaint about KI's processing of your personal data, [imy@imy.se](mailto:imy@imy.se)

## **Appendix 2 Code of Conduct – for a good working climate at Karolinska Institutet**

A good working climate is an important prerequisite for Karolinska Institutet to achieve its goal of being one of the leading medical universities in the world. KI shall be characterised by professional leadership and employeeship, participation, openness and permissive attitudes and approaches. The work environment must promote safety, well-being and health. All employees must be met and treated with respect. KI does not tolerate discrimination, harassment, bullying or other victimisation.

The Code of Conduct is based on KI's fundamental values. It clarifies the employees' responsibilities and what is expected of each individual employee, primarily from an organizational and social work environment perspective.

In this context, all persons who are active at Karolinska Institutet, both employees and persons without a KI employment, such as scholarship holders and other affiliated employees, are considered employees.

The following Code of Conduct is a clarification of the employeeship and supplements applicable laws, regulations, agreements, internal rules and guidelines. In-depth knowledge can be found in the document "Instructions to the Code of Conduct" on KI's Staff Portal

1. I take responsibility for knowing and complying with the laws, regulations, internal rules and guidelines that are applicable to my specific work and position.
2. I am setting a good example. I treat everyone with respect and consideration and have a professional approach in the meeting with others.
3. I do not cause or contribute to discrimination or harassment on the basis of 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 victimisation regardless of the grounds.
4. I notify my immediate manager, another manager or the HR function at the local or central level if I perceive that there is discrimination, harassment or victimisation among my colleagues. I can also contact safety representatives and equal opportunities representatives in the same case.
5. I notify my immediate manager if, due to a close relationship with another employee, I risk ending up in a conflict of interest situation or other situation that may affect confidence in KI as a public authority and employer.
6. I am aware that the ability and willingness to contribute to a good working climate in the workplace and to treat employees and students in a positive and respectful way are criteria that can affect individual salary setting
7. I am aware that behaviours and actions that violate laws, regulations, internal rules or guidelines may result in changes in duties, disciplinary measures or, in the extreme case, disconnection from employment or affiliation.

### Appendix 3 Conditions for affiliation

The following terms apply to the affiliation. By signing the agreement, the affiliate agrees and undertakes to comply with the following rules.

1. The affiliation does not entail any employment at Karolinska Institutet (KI), nor admission to undergraduate or postgraduate education. For the sake of clarity, the affiliation does not mean that KI is responsible for paying salaries or assuming other employer responsibilities for the affiliate.
2. The affiliated person may not in any respect or context give the appearance of being employed by KI.
3. When using KI's IT resources, the affiliated undertakes to familiarise themselves with and comply with KI's rules and instructions for IT use:  
<https://staff.ki.se/tools-and-support/it-and-telephony/it-security>
4. The affiliated person undertakes to follow all rules and procedures that apply at KI and the specific department. In addition, the affiliated person must follow all instructions from the department that relate to the conduct of the activity. A compilation of central regulations can be found at: <https://staff.ki.se/tools-and-support/steering-documents>
5. To the extent that the affiliate participates in activities at KI that are subject to an agreement between KI and a third party, the affiliate shall be responsible for ensuring that the latter is not prevented from complying with the terms of the agreement, for example with regard to the transfer to a third party of such intellectual property rights that the affiliate may generate within the framework of the activities.
6. The affiliated party may not transfer research results or anything else of a material or intangible nature to its main employer or another person without KI's written approval.
7. The affiliate undertakes to assume the same confidentiality that applies to KI's employees in general as well as such confidentiality as is agreed in relation to third parties in connection with commissioned research or when this is otherwise the case.
8. The affiliated person cannot demand to participate in certain research at KI.
9. The affiliated party has reported any assignments, employment or other activities that are conducted in addition to the activities at KI by filling in the section Assignment reporting in this form.
10. The affiliation can be terminated by KI without reason. The extension may also be terminated at the request of the affiliate.
11. The affiliate agrees to the processing of personal data described in the appendix to this form.