Checklist before URA for employees:

- An assignment with URA requires a permanent connection to a workplace in another country, and there must be an exchange between KI and the university/equivalent institution where you, as an employee, will be working. The assignment abroad must benefit KI's activities. URA contracts are not written for stays in another country if you intend to work on scientific publications for your own benefit or wish to work abroad for private reasons.

- URA employment must generally be 100%.

- A person posted abroad by a Swedish authority is considered to be resident in Sweden and is covered by Swedish social insurance, which means that they retain their sickness benefit, parental benefit, and child allowance. **Employees posted abroad must therefore be registered in the population register and have social insurance in Sweden** (exceptions may apply to persons posted in the Nordic countries; HR should contact HRA). **The employee must contact the Swedish Social Insurance Agency**, and different procedures apply depending on the country to which they may be posted. **A certificate from the Swedish Social Insurance Agency confirming social insurance affiliation must be submitted to local HR; a URA contract cannot be signed without this.** State that "You are not moving to the country but will be staying and working there for a certain period of time on behalf of a government agency."

  Certification from the Swedish Social Insurance Agency regarding Swedish social insurance affiliation must be brought along during the URA assignment. For URA assignments within the EU/EEA/Switzerland, the EU card must be brought along.

- It is not possible to be posted to a country in which you have your permanent residence. Your permanent residence is determined in the certificate from the Swedish Social Insurance Agency.

- You should not receive any compensation from other employers or scholarships during your posting abroad. This may result in personal tax liability and KI having to pay employer contributions on funds paid out by other organizations.

- The form of accommodation in a URA contract is self-catering at the place of posting, i.e., in a rented apartment/house, or apartment hotel/"service apartments." The idea is that you buy your own food, prepare it yourself, and eat "as you would at home." The opposite is to stay in a hotel and eat at restaurants, which is the accommodation and lifestyle for business trips. The choice of accommodation must be reasonable and appropriate. Your immediate supervisor and HR at your department will decide whether your trip should be considered a URA assignment or a business trip.

- An assignment abroad may also include conditions for accompanying family members. **For stays of less than one year, we take a restrictive view of whether the assignment should include family members.** Each situation is treated individually.

- The URA agreement provides for tax-free compensation for costs related to the posting, e.g., travel, accommodation, preschool/school, and other additional costs and accompanying allowances (additional costs and accompanying allowances only for accompanying persons who have had their income reduced due to the posting. Self-supporting accompanying persons are not eligible for compensation). Additional costs and accompanying person allowances are determined according to a maximum and standard amount, which may be changed twice a year.

Compensation is adjusted according to the economic conditions that exist and assumes increased living costs due to the posting. It is the employer who decides whether tax-free compensation should be paid. You must be able to prove the amount of lost income through a certificate from the accompanying person's employer (e.g., a copy of the leave of absence application).

- The URA contract must be drawn up and signed by all parties before departure. The contract is legally binding. The contract and its contents, including which costs are to be reimbursed and how, are not valid until all parties have signed and thus approved the terms and conditions of the agreement.

- It is not permitted to have a secondary occupation during the posting period.

- You may make business and personal trips during your assignment, but this must be discussed with HR at the department, and any additional costs must be adjusted.

- It is not permitted to take leave of absence of any kind during the URA contract period. The URA agreement may be terminated/cancelled/paused if the employee chooses to take leave of absence. Exceptions may be made for parental leave of a very short duration (up to a continuous period of two weeks), but this must be discussed with local HR as benefits and insurance are affected.

- You and any family members are covered by the Kammarkollegiets insurance during the posting period. You will receive a certificate for this from HR at the department, one certificate per family member. See all insurance terms and conditions at Kammarkollegiets website.

• In most cases, the salary for employees at URA is reviewed when their contract is extended.

• Remember to review the various housing, preschool, and school options available well in advance of the assignment, in order to choose the most reasonable and appropriate option. Choose free school education in the first instance, provided that it meets “Swedish” standards. Childcare costs are reduced by the maximum fee in the municipality where you are registered, and if the municipality has school vouchers, school costs are reduced by that amount. If a companion is included in the stay abroad, they are expected to be responsible for childcare.

• Do not book accommodation and flights/travel before your immediate supervisor has approved the URA posting and the framework conditions for the posting. Travel is booked through KI's contracted travel agency. A copy of the rental contract for the accommodation must be submitted to HR at the department. Compensation for accommodation costs is only provided if you incur additional costs due to being stationed abroad. If you rent out your home in Sweden, this will be deducted from your compensation.

• Check whether the host country/workplace requires special health insurance coverage that is not covered by URA insurance and review your private coverage. URA insurance covers the costs of emergency medical care, but not planned medical care for chronic illnesses. Accompanying persons are insured through URA when they are at the place of assignment and on vacation with you who have a URA employment.

• Check that you have the necessary visas, residence permits, and work permits. If you are not a Swedish citizen, you must also have valid permits for Sweden, as it is in Sweden that you have your employment.