

Rules and instructions for affiliation

Applies with effect from 25/10/2018



**Karolinska
Institutet**

Rules and instructions for affiliation

Ref. no. 1-678/2018

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Rules

Area of application

These rules apply for people who are not employed by Karolinska Institutet (KI), but who take part in operations at KI within the framework of employment with another employer. These rules also apply for people who receive scholarships as PhD students or those with another main form of support. Specific additional rules also apply to scholarship recipients. Where appropriate, issues relating to intellectual rights are detailed in specific rules for collaboration with industry.

These instructions state how matters should be dealt with in connection with an affiliation with KI.

General conditions

In order for someone to be able to take part in operations at KI within the framework of employment with another employer, through scholarships or through another main form of support, access is needed to different types of IT systems or other resources at KI. This need varies depending on the content and nature of the assignment. Access to these resources is granted via what is known as an affiliation. Being affiliated with KI does not constitute any form of employment, occupation, title or position. It is merely an administrative measure to provide access to such resources at KI as are necessary for the individual to be able to participate in operations.

There is not and will not be any employment relationship between KI and an affiliated person, which is why he or she does not normally have the service responsibility that would otherwise accompany employment as an official in the public sector. An affiliated person is not therefore responsible for exercising authority, for example.

Conditions for affiliation

The basic point of departure is that people who are at KI permanently should be enrolled for studies or employed at KI. Affiliation should therefore only be used in exceptional cases and to the extent that it is specifically justified and necessary for operations. Under no circumstances may an affiliation be used as any form of reward or benefit.

In order for an affiliated person to be able to participate in KI's operations without being employed at KI or registered as a research student at KI, a specific decision on affiliation must be made. Such a decision may only be made if one or more of the following criteria are first met.

The person in question should be:

- employed by another employer, with an assignment from this employer to carry out research and/or teaching at KI,
- a visiting researcher with external funding,

- a trainee or a student from another educational institution who is carrying out a degree project,
- a PhD student with a scholarship,
- a professor emeritus/emerita who is active within KI's operations or
- a consultant hired for a longer period.

Guests who need access to the computer network should not be affiliated. A guest may, for example, be someone who only temporarily visits KI to give a lecture or to take part in a conference or a seminar. Nor should tradesmen, service technicians or equivalent who need access to pass cards and certain other resources for a short period of time be affiliated. These individuals should be dealt with in accordance with other procedures.

The following also applies in all cases:

- An affiliation should be for a fixed period of time, and may only be for up to a maximum of three years at a time.
- An affiliated person may not exercise authority on behalf of KI.
- An affiliated person may not be employed at KI.
- An affiliated person must be employed by a principal employer (with the exception of a professor emeritus/emerita), be in receipt of a scholarship or otherwise receive external support.
- The IT fee for an affiliated professor emeritus/emerita shall be financed centrally within KI.

Instructions

The affiliation process

Decision

The person who will be affiliated should fill in an application for affiliation. He or she should include details of any incidental employment other than employment via the principal employer.

Affiliation is granted through a decision by someone who is authorised in accordance with the applicable delegation rules (e.g. head of department). Such authority may not be delegated. A decision on affiliation should be made in writing, and should include a justification from an operational perspective. The decision on affiliation should state that the affiliated person accepts the conditions for affiliation.

The authorised decision-maker is responsible for checking whether the person who will be affiliated has previously been employed by or affiliated with KI, and if so why this arrangement ended.

Before someone is affiliated in order to participate in operations at KI within the framework of employment with another employer, the authorised decision-maker should ensure that the

employer in question agrees to this affiliation and its scope and conditions. This should be stated in the decision on affiliation.

Registration

Once a decision has been made to affiliate someone with KI, he or she should be set up and registered in KI source system at the department where the affiliation will be based. Once the person has been set up, decisions are made electronically in KI's source system. The decision on affiliation can apply for a maximum of three years. In connection with the decision, the person to be affiliated accepts the conditions of affiliation. On affiliation, the person to be affiliated must prove their identity, either with a valid Swedish ID document or, for those who do not have a Swedish civic registration number or coordination number, with a passport or a national ID card from a Schengen country. Information about the affiliated registrant along with information about the decision is stored in the KI source system and archived according to the filing plan applicable to the university administration. After a decision on affiliation, IT resources are created in KI's IAM system. Examples of IT resources that can be assigned when someone is set up in KI's IAM system is email account, KI login for access to KI's network resources, as well as the opportunity to be presented in KI's staff directory. Someone who is employed or a research student at KI cannot also be affiliated. This means that existing affiliation automatically ceases to apply if the affiliated person is employed by KI or registered as a research student (please note special exception under Examination below).

Ending an affiliation

No special reason is needed in order to end an affiliation. A decision on ending an affiliation is made by the individual within KI to whom making decisions on affiliation has been delegated. The Vice-Chancellor can also make such a decision. Reasons for ending an affiliation may include changed circumstances, the affiliation no longer being relevant, rules having been broken or the person themselves wanting to end the affiliation.

Maintenance of affiliated staff in IDAC

The person responsible for IDAC at each department has overall responsibility for the information in IDAC being maintained and being up to date. IDAC administrators maintain information about individuals in IDAC. In the event of a change of name, the person in question must show an extract from the population register or valid ID.

Examination

Examination of student and postgraduate students constitutes authority on behalf of KI. Hence, for an assignment as an examiner on a course, an affiliated should be employed as an adjunct teacher/adjunct during the time period of the course, i.e. the same period for which the examiner is appointed. The basis for the employment is the Central Collective Agreement "Agreement on time-limited employment of adjunct teacher". The extent of the employment follows from the collective agreement. KI does not make a general assessment of how much time is required for examinations. This is adapted to the examiner's responsibility for the design and the extent of the examination.

Normally, salary will not be paid. Hourly salary may be issued if there are special reasons. Such reasons include situations as previously paid compensation, so-called fees, associated with examinations. The employment replaces the affiliation during the current period. However, the affiliation remains in IDAC during the employment period.