Employment guide
The guide to your workplace
Welcome to our school!

I would like to welcome you to the KTH School of Electrical Engineering (EE)! The School of Electrical Engineering is one of ten schools at KTH. With nine departments and two research centres, we do research and offer educational programmes in electrical power engineering, industrial information and control systems, networked systems, micro and nanosystems, space and plasma physics, smart grids and energy storage, signal processing and wireless systems.

The school has a very strong position in both basic and applied research. Research accounts for 85 percent of our activities. More than 50 percent of the school’s total research funding comes from external sources, of which the EU with 40 percent is the largest contributor. Consequently, EE receives the largest share of EU financing at KTH with 20 percent of the total and in addition receives one-sixth of KTH’s total Swedish Research Council funding.

Within applied research, we have extensive and close cooperation with Swedish companies such as ABB, Bombardier, Ericsson and Scania.

We offer a Master of Science degree program in Electrical Engineering and master’s programmes. The master’s programmes have a strong international profile. Almost 70 percent of the total number of students at EE come from countries outside Sweden, mostly from China, India and France.

The School of Electrical Engineering is located at KTH’s main campus on Valhallavägen in central Stockholm. Here, nearly 400 colleagues, including 37 professors, 29 lecturers, about 250 doctoral students and about 35 administrators and technical personnel contribute to research and education at the highest international level. Together, you are the school’s strongest resource.

I hope you will enjoy your experience at KTH and our school. We look forward to working with you!

Professor and Head of School at the School of Electrical Engineering
Guide to your employment

To make it easier for you, we have compiled the most important information that you will need as an employee at KTH and the School of Electrical Engineering. In this guide, we provide details about whom to contact if you have questions about agreements and rules, working hours, holidays, health care and many other issues. Additional information is also available on our intranet. That’s why, in every section, we have provided references to our intranet in order for you to access more detailed information on specific topics.

In most cases, the department administrator will serve as your contact person during the initial period at our school. Ask him or her if you have any questions about the school's rules and routines or if you need advice on other KTH related matters.

Further information about the areas in this guide can be found on KTH’s intranet under My employment.

School specific information can be found on the EE school's intranet.

Your views are important. If there's any information you are missing in this guide or you have any other comments, please contact Irina Radulescu, HR Manager, at irinar@kth.se with your thoughts.
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The School of Electrical Engineering is one of ten schools within the KTH Royal Institute of Technology (Kungliga Tekniska högskolan, abbreviated KTH). Our activities include education and research within the strategic areas of energy, electrophysics, information and communications technology, medical electronic engineering and transport. EE’s research is driven by nine departments (see page 7) and two research centers: ACCESS Linnaeus Centre and SweGRIDS – the Swedish center for smart grids and energy storage.

The school’s nine departments are:

- Automatic Control
- Electrical Power Systems
- Electromagnetic Engineering
- Fusion Plasma Physics
- Communications Networks
- Communication Theory
- Micro and Nanosystems
- Space and Plasma Physics
- Signal Processing

The school offers a doctoral programme in Electrical Engineering that leads to a licentiate or doctoral degree. The doctoral program is organized into five subject areas within electrical engineering, namely:

- Energy and electromagnetics
- Information and communication technology
- Intelligent transportation systems
- Microsystems
- Plasma physics

The school offers a five-year Master of Science degree programme in Electrical Engineering, as well as five highly competitive two-year master's programs:

- Electric Power Engineering
- Electrophysics
- Network Services and Systems
- Systems, Control and Robotics
- Wireless Systems
EE’s activities and organization:
The school has 9 departments and two research centers (ACCESS and SweGRIDS). The Strategic Advisory Council, Doctoral programme council and Council for first and second cycle education serve as advisory bodies to the Executive Committee, which manages the school’s operational work. The Dean’s Office provides the administrative support.
Organisation and activities

Management

The operational activities of the school are directed and developed by our executive committee, which consists of the Head of School, Deputy Head of School, Director of Second and First Cycle Education, Director of Third Cycle Education, Head of Administration, Head of Finances and the school's department heads. The executive committee takes advice from the strategic advisory council, doctoral studies council and the undergraduate studies council.

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<th>Email</th>
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<td>Stefan Östlund</td>
<td><a href="mailto:stefano@kth.se">stefano@kth.se</a></td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Mikael Skoglund</td>
<td><a href="mailto:skoglund@kth.se">skoglund@kth.se</a></td>
</tr>
<tr>
<td>Head of Administration</td>
<td>Lise-Lotte Wahlberg</td>
<td><a href="mailto:lise@kth.se">lise@kth.se</a></td>
</tr>
<tr>
<td>Director of Third Cycle Education</td>
<td>Håkan Hjalmarsson</td>
<td><a href="mailto:hjalmars@kth.se">hjalmars@kth.se</a></td>
</tr>
<tr>
<td>Director of Second and First Cycle Education</td>
<td>Joakim Lilliesköld</td>
<td><a href="mailto:joakiml@kth.se">joakiml@kth.se</a></td>
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Departments

The school's nine departments conduct research and give courses in their subject areas as part of EE's educational programs. Each department is run by a department head that has overall responsibility for the department's finances and personnel as well as working environment.

Trade unions and the EE Joint Consultative Group

The EE Joint Consultative Group consists of representatives appointed by the trade unions as well as employer representatives. The group’s task is to protect the interests of employees. Issues dealt by the group are for example employments and other personnel issues, organizational changes, issues related to the physical and psychosocial work environment, finances and reconstruction plans. The group convenes once a month.

Trade unions represented at KTH are SACO, ST and SEKO.

For more information about the EE trade unions representatives and the Joint Consultative Group visit the EE intranet under My employment.
Dean’s office and administrative support

In every department there is at least one financial administrator and, in certain cases, a department administrator. They are responsible for the department’s finances, from budget planning and project auditing to the financial statement. Department administrators are your primary contact regarding employment questions, such as your contract, conditions of employment, benefits and business travel.

The Dean’s office runs part of the school’s administration. The office is led by the Head of Administration and includes five administrative functions: education administration, finances, human resources, communication and IT. Designated administrative managers (funktionsansvariga) are responsible for their administrative areas at the school and for coordinating departmental activities within their respective areas.

Visiting address: KTH Campus, Osquldas väg 10, entrance floor.

Education administration

| Head of Education Administration | Katharine Hammar kathyh@kth.se |

Undergraduate education
Undergraduate education is administered by the school’s education office. The office is responsible for the student counselling and for administration of the Master of Science degree programme in Electrical Engineering and the school’s master’s programmes. The office is responsible for coordinating admissions and follow-up of students on the master’s programmes, as well as supporting outgoing students and incoming exchange and double-diploma students.

At the education office there is also a student recruitment officer in charge of promoting the school’s educational programmes. In order to recruit more students to EE’s programmes, the recruitment officer cooperates with different groups at KTH such as alumni, students and teachers.

Graduate education
Some questions are handled at the departmental level; others by the education office. The education office deals with admissions to the doctoral studies programme, with licentiate and doctoral degrees. More information about EE’s doctoral studies programmes and subjects, degree requirements as well as administrative support related to admission, licentiate exam or PhD defense can be found on the EE website at Studies/graduate education.
Student Services Office
The Student Services Office (STEX) handles the course administration at EE. STEX is responsible for admission to courses and grade reporting in Ladok, and can help when there are problems with self-administration. STEX also handles the administering of exams in EE courses.

At STEX, students can purchase course literature, pick up complementary course material, hand in assignments and pick up test results.

STEX visiting address: Osquldasväg 10, ground floor, email: stex@ee.kth.se. More information can also be found on the EE website under Contact/student services office.

Finance

| Head of Finance | Agneta Rune | agnetaru@kth.se |

EE’s central financial office coordinates the school's finances and reports to KTH's university administration, the Head of School and the strategic advisory council. It also briefs the school's financial administrators with news from KTH's central administration. EE’s financial office also supports the departments and the school's management in general financial questions.

Financial administrators at EE’s departments work with:

- Budgeting and planning
- Accounting
- Annual accounts
- Follow-up
- EU-related accounting

In addition, the Head of Finance is responsible for purchasing at the school and ensuring that it is conducted according to existing regulations.
Human resources

| HR Manager       | Irina Radulescu | irinar@kth.se |

The school’s HR Manager is responsible for ensuring that the school abides by employment laws, regulations and guidelines. The office provides support to the department heads and department administrators regarding the interpretation and application of labor laws and agreements, employment terms, salaries and other staff compensation, employment benefits, business travel, working environment and so on. The HR Manager handles the school’s staff recruitment and is also involved in recruitment and promotions to faculty positions.

Communication

| Communication Manager | Gabriella Hernqvist | gabher@kth.se |

The school’s communication department is responsible for internal and external communication. The department consists of two communicators who work with research, education and cooperation communication. They also offer communication support such as production of texts, interviews, press materials and websites. The team can also provide contacts, book photographers and illustrators or help you with templates for presentations, posters, theses and dissertations.

The communication group has the overall responsibility for the content and structure of EE’s web (www.kth.se/ees) and intranet, as well as designing and updating of the school’s presentation materials and accessing general school profile material.
IT support

| IT Systems Manager | Niclas Horney | horney@kth.se |

The IT support handles the EE school’s IT systems and equipment. They also provide technical support for the school’s employees with computer related problems. The IT support is responsible for technical maintenance of the school’s homepage, databases, e-mail lists and software as well as handling licenses. In addition, the IT manager is responsible for approving the purchase of IT products and loans for IT equipment.

For more information about purchasing IT equipment see the section “Purchasing and procurements” in this guide.

Do you need help with an IT related issue? Contact EE’s IT support by e-mailing support@ee.kth.se.

More information about EE’s IT support is available at the EE intranet under Support and service.
EE’s working environment

Gender equality, diversity and equal treatment

At KTH there is zero tolerance against all forms of discrimination, harassment and victimization. EE-school strives to create a pleasant and stimulating work and study environment for all its employees and students, regardless of gender, ethnicity, religion, disability, sexual orientation and age. The school is working actively to promote equal rights and opportunities in all work and study situations. The school's efforts and activities in the area are discussed and initiated within the EE School Group for equality, diversity and equal treatment.

Internationalization is considered one of the school’s common goals and success factors. Therefore, the school puts great emphasis on the staff’s cultural diversity and strives to create a work environment that promotes cooperation between people of different backgrounds, experience and culture. We believe that diversity is a favorable premise for innovation and quality.

In terms of gender equality, a gender balance in all groups, students and staff, is one of the school’s priorities. This is reflected in the long-term recruitment efforts for students and staff and in other school activities aimed at promoting equal treatment. EE’s staff and students show a low percentage of women in all groups, apart from the administration.

Our code of conduct

EE’s work and study environment must be characterized by respect for and trust in the individual, an open and honest exchange of ideas, teamwork and cooperation, responsibility and flexibility. As employees at the school, we all contribute to fulfilling this vision through our actions. You are a part of your colleagues’ work life and they are a part of yours. Everyone’s words and actions are important for the environment that we are building together.

To clarify how the values above can be put into practice, the EE school has developed a code of conduct that all employees and students should know and follow. The code of conduct clarifies what you can expect from your colleagues and what they are entitled to expect from you in your daily interactions.

The Code of Conduct and other school specific information on gender equality,
diversity and equality can be found on the EE intranet under My employment/Gender equality, diversity and equal treatment.

Information on how you should proceed if you consider that you have been discriminated or harassed at the workplace, can be found on the KTH intranet under My employment/when being discriminated or harassed.

Working environment

The EE school is working actively to create a pleasant working environment in attractive and functional facilities. We conduct various activities for promoting health and well-being among our staff and students as well as take action for reducing work-related disorders and accidents. The Head of School has the overall responsibility for the work environment at EE, while each department head has delegated responsibility for their department.

The school conducts a safety inspection at least once a year together with safety representatives to determine if there are any shortcomings in the work environment. You can contact the school’s safety representatives to report shortcomings. More information and contacts can be found on the EE intranet under My employment/Environment.
Safety

Contact in case of emergency:
- SOS alarm 112 (police, ambulance, fire brigade)
- KTH’s alarm number 08 790 7700

Contact to the school’s crisis management group:
- Head of Administration Lise-Lotte Wahlberg, 08-790 8173, lise@kth.se
- Education Administration Manager Kathy Hammar, 08-790 84 60, kathyh@kth.se
- HR Manager Irina Radulescu, 08-790 6321, irinar@kth.se
- Head of School Stefan Östlund, 08-790 77 45, stefano@kth.se

Fire

Take some time to find the fire evacuation routes and the placement of extinguishers at your department. Fire evacuation routes are indicated by green signs placed above the doors. Extinguishers are placed in strategic locations on each floor in all of EE’s buildings.

Fire drills are held regularly. It is extremely important that these exercises are taken seriously so that routines are well rehearsed in the case of an actual fire. Each department has designated evacuation leaders (wears an orange vest) who ensure that the evacuation goes safe and secure. Listen to evacuation leader’s instructions! In case of fire evacuation, you must come to the common gathering place outside KTH-hallen on Brinellvägen 38.
Emergencies

An emergency can be a fire, accidents with or without person injury, severe threats and violence, burglary and robbery, sudden severe illnesses. Incidents that could have led to more serious injuries should be reported as well. In case of emergency, immediately call SOS Alarm Service if the ambulance, the police or the fire brigade is needed. Afterwards call the KTH alarm number. The school's crisis management group should also be informed immediately about the incident.

You should immediately report incidents, risks and occupational injuries to the head of department. In this way, you contribute to that these are discovered and addressed in a correct way.

The school has a total of five defibrillators placed at the school's departments that can be used in case of respiratory or cardiac arrest. Read on the school's intranet to find the nearest defibrillator and a list of people who are trained to use it.

First-aid kits are available at all departments. Take the time now to find where the nearest first-aid kit is placed.

For more information on how to act in different emergency situations, see the EE intranet under My employment/security and emergency.

Next of kin

It's important that we have the name and telephone number of a relative or friend we should contact in case of an accident or sudden illness. Providing this information is voluntary and you register it in the Self-reporting system under My pages.
Moving to Sweden

For more information in English about moving to Sweden, visit the KTH web under About KTH/work at KTH/ KTH Relocation. There you’ll find information about Swedish authorities, accommodation, financial matters, accompanying family members and much more.

Residence permits
For certified and comprehensive information in English about residence permits, see the Swedish Migration Board’s website (Migrationsverket).

EU/EEA citizens
As an EU/EEA citizen, you can move to Sweden without applying for a residence permit and have the right to both work and study. However, if you plan to stay for more than three months, you must register at the Swedish Migration Board. You cannot register before coming to Sweden.

Non EU citizens
The first time you apply for a Swedish visa, you must submit the application from your country of residence. Your permit must be approved before you are allowed to enter Sweden. If you already are in Sweden and apply for a visa extension or for a change of your visa type, you have the right to remain in Sweden until the Migration Board has reached a decision. For faster processing, we recommend you to use the online applications on the Migration Board’s website. Read the information carefully and follow the application steps online.

When your residence permit is approved, you will receive a residence permit card that you must show along with a valid passport when crossing the Swedish border. Contact the Swedish embassy or consulate in your county of residence as soon as possible and ask about their procedures regarding the collection of biometrical data (photo and fingerprints) for the card. Residence permits are issued for the duration of your contract with KTH. You may apply for one of the following three types of permits, depending on your KTH contract.

Residence and work permit
In general, faculty and administrative or technical staff should apply for a residence and a work permit. Together with your application, you must submit the form “Offer of employment” provided by KTH.

Residence permit for visiting researchers
You should apply for this type of permit when the main purpose of your stay is to take part in research work. To be considered as a visiting researcher you must already have a completed university or college education, which qualifies you for postgraduate studies.
The permit gives you the right to work and be employed. Together with your application, you have to submit the form “Hosting agreement for visiting researchers” provided by KTH.

**Residence permits for doctoral students**
If you have been accepted as a doctoral student, you may apply for a study visa using the form “Application for residence permit for students and doctoral students”. To be granted a residence permit, you have to show proof of admission to the doctoral studies programme.

**Population registration**
For certified and comprehensive information about population registration, personal identity numbers and ID cards, see the Swedish Tax Agency’s website (Skatteverket). Information in English can be found by searching the website using the keywords above.

**Population registration (folkbokföring)**
If you are planning to live in Sweden, you must notify the Swedish Tax Agency. By registering you are ensuring that you are taxed in the municipality where you live. You are also entitled to certain residence based social benefits and allowances.

**Personal identity number (personnummer)**
If you stay in Sweden for one year or more, you and your accompanying family will each receive a ten-digit Swedish personal identity number. To apply, you need to visit the Tax Agency in person as soon as possible after your arrival in Sweden. Processing takes about two weeks. Your personal number gives you access to certain social insurance benefits. For example it gives you the right to medical care at the standard patient fee, the same fee Swedish citizens pay. You need it for salary payment, opening a bank account at most banks, telephone subscriptions and for identification in many other everyday situations.
If you are staying in Sweden for less than a year, you will not receive a personal number and you will not be eligible for social security benefits. You need to have personal insurance that covers any costs that may arise in connection with illness or accidents. For more information, please see the section Insurance in this guide.

**Identity card (ID-kort)**
If you have a personal number, you may apply for a Swedish ID card, which is required as identification for a variety of everyday activities. Apply in person at the Swedish Tax Agency.

**Tax relief for foreign key personnel**
Foreign key personnel may qualify for special tax relief while working in Sweden. This does not apply for PhD students. The main feature is that your income tax, as a foreign key individual, will be based on only 75 percent of your income. In other words, you will have a 25 percent reduction of your taxable income.

You or your employer must submit the application for tax relief within three months of the start of your employment. Swedish citizens may not apply. For more information in English and application forms, visit Forskarskattenämnden’s website.

**Insurance**
Our strong recommendation, no matter how long you plan to stay in Sweden, is that you secure appropriate insurance coverage for a variety of circumstances, especially relating to medical treatment, before coming to Sweden.

**Swedish Social Insurance**
The social security system is an important part of the Swedish welfare system. Social insurance benefits are administered by the Swedish Social Insurance Agency (Försäkringskassan). To be eligible for benefits you must, as a general rule, either be a resident in Sweden or employed here. For more information in English, visit Försäkringskassan’s website.

If you stay in Sweden more than a year, you must register with the Försäkringskassan. Before that you must have registered with the Tax Agency and received your personal number. Your personal number entitles you to the same health care benefits as a Swedish citizen.

Some benefits included in the social insurance are based on your Swedish residency, such as child allowance (barnbidrag) and housing allowance (bostadsbidrag). However, most benefits are employment based and require that you work and pay taxes in Sweden. These include sickness allowance (sjukpenning), parental allowance (föräldrapenning) and rehabilitation allowance (rehabiliteringsersättning) among other things.

Please note that if you receive a scholarship or are employed by a university in your home...
country, and don’t pay taxes in Sweden, you are not entitled to employment based benefits.

If you stay in Sweden less than one year, it is important that you purchase a comprehensive insurance policy that covers your entire stay since you will not be entitled to any Swedish social insurance benefits, regardless of whether you are employed or not. You are also not entitled to subsidized medical care.

EU/EEA citizens staying less than one year are advised to apply for an EU Health Insurance Card from their home county, which entitles them to medical care at the same cost as Swedish residents.

**Swedish State Group Insurance and Personal Insurance, GIF**

KTH has an insurance policy called Swedish State Group Insurance and Personal Insurance (Grupp- och individförsäkring, GIF) provided by the Legal, Financial and Administrative Services Agency (Kammarkollegiet). The insurance covers non-Swedish citizens who have a contract with KTH as short-term employees, scholarship holders, opponents and invited guests. Medical and dental care is covered only in emergency situations. GIF also covers emergency home transport and property damage. It is used when other insurance alternatives are unavailable. For GIF’s terms and conditions search for state group insurance at Kammarkollegiet's website.

**Home insurance**

We strongly recommend that you secure an insurance policy that covers home and household belongings (hemförsäkring).

**Accommodation**

If you are looking for accommodation in Stockholm, KTH Relocation Service can provide assistance. Register with KTH Relocation as soon as possible before your arrival in Sweden and they will guide you through all your accommodation options. However, providing accommodation is not a obligation for KTH.

Please notice the following if KTH Relocation cannot offer accommodation. There is a shortage of rental apartments in Stockholm and these are distributed according to a queuing system; the waiting time for a first-hand contract is generally very long. The most likely housing option is second-hand renting. This is essentially a sublet for a specified time period. You should also be aware that if you sublet an apartment from someone without consent from their landlord, you risk immediate eviction. Deposits are commonly required, but should not be more than the equivalent of a month’s rent. You should also receive a receipt (even hand-written) from the landlord for any deposit. Make sure that you have had a chance to visit the apartment you are considering renting and that you secure the keys before you pay anything. We recommend that you don’t sign any binding agreements until you arrive in Sweden.
Practical information

Computer account

A computer account will be ordered by your department administrator and created by KTH’s central IT support. Your user name and password can be used for logging in to all computer programs and systems used at KTH.

For questions regarding your computer account, contact the EE school’s IT support by e-mailing to support@ee.kth.se.

Keys and access cards

Your department administrator will provide you with the keys to your room and other spaces and order your access card. You can retrieve your card from the Card office where your photograph will also be taken. Bring your ID card or passport for identification when collecting the card.

Visit the Card office (Kortexpeditionen) at Drottning Kristinas väg 48, ground floor.

Telephone

To call outside KTH’s internal network, dial 00 before the number. Within the KTH network, you only need to dial the last four digits in the telephone number.

You can install different preset messages on your answering machine, for example, to communicate your unavailability during vacation and meetings or to indicate when you expect to be available again. There are several options to preset the message, either by phone, computer or app. For instructions in Swedish, see the KTH intranet under Hänvisningskoder.

Profile page

All KTH employees have a personal profile page at www.kth.se/profile/KTH-username. You will also find it by using the icon at the top left of your personal menu at the intranet. Your profile page is generated automatically on your first day of employment. Your e-mail address and work telephone number are imported from KTH’s personnel database (HR+).
If you want to make changes to this information, contact your department administrator. Inform your department administrator as well if your contact information is unavailable or uncomplete shortly after your start day at KTH.

On the profile page, you should upload your picture and describe your work and research area, so that external visitors easily can find you and get information about what you do. Courses that you teach are automatically linked to your profile page. Profile pages are some of the most visited pages on KTH’s website, therefore it is important to keep them updated.

Through the function “Employee search” on the KTH Intranet you may find the profiles of other KTH colleagues.

Parking

As an employee at KTH you may park at a reduced price at the parking areas in Stockholm administrated by Akademiska Hus. For this purpose, get a sticker from your administrator and put it onto your window screen. At KTH Entré you can also purchase a monthly parking ticket for a reduced price.

For more information in Swedish and parking taxes at the different KTH campuses, visit the KTH intranet under Support and service/on campus.
Purchases and expenditures

Based on KTH's regulations, EE has summarized the main guidelines for entertainment expenses. You’ll find the guidelines for entertainment expenses at the EE intranet under Support and service/finance.

Reimbursement

You may on occasion have to make a purchase on your own account. Before you do so, check that there aren’t other purchasing alternatives at KTH and that the project coordinator approves your purchase. KTH is obliged to follow certain purchasing and procurement procedures. Purchase through outlays should occur seldom and only as long as there are no other available alternatives.

To receive reimbursement for travel costs, see section Business travel in this guide.

To receive reimbursement for other purchases, fill out the expense claim form “Redovisning av utlägg” and give it to the administrator together with your original receipts or other documents that verify you as the purchaser.

You’ll find the expense claim form at the KTH intranet under Stöd och service/blankettarkiv/personal-, löne- och anställningsärenden.

Company credit card

You can also apply for a company credit card through Eurocard. The card is personal and you are responsible for paying the invoices.

More information in Swedish is available at KTH Intranät under Om din anställning/tjänsteresa/betalkort.
Purchases

KTH uses the ordering system WISUM for purchasing products and services. Ordering through WISUM guarantees that KTH uses the suppliers with whom we have general agreements, and ensures that we get the prices that our agreement specifies.

When you purchase a product or a service, you create a shopping basket in WISUM. Your department administrator will take over your order and deliver it to the supplier. IT manager Niclas Horney and system administrator Peter Lönn have corresponding responsibility for IT products.

For information in Swedish and login, visit KTH intranet under Stöd och service/inköp och upphandling/WISUM.
About your employment

Information regarding your employment can be found:

- On KTH’s intranet under My employment
- On the benefits portal KTH for me
- By asking your department economist/-administrator.

Employee benefits – KTH for me

You can access all employee benefits through the web-based portal KTH for me. Shortly after your start date you will receive a welcome letter to the portal that also contains your Employee card. Log in to the portal with your KTH ID.

Here is a selection of employee benefits to be managed through KTH for me:

- Preventive healthcare allowance
- Stockholm Public Transport (SL) card (net pay deduction i.e., 692 SEK per month)
- Computer glasses
- Prescription drug benefit
- Reimbursement of medical expenses

In addition to managing financial benefits, KTH for me includes information about employment conditions such as working hours, vacation, retirement, occupational health care and insurances.

Through KTH for me, you also have access to a large number of offers and discounts on goods and services from several of Sweden’s best-known companies. To take advantage of these offers you must show your Employee card when making a purchase in one of the participating stores.

YOUR KTH ID

With your KTH ID, you can log on to KTH for me and the KTH Self-reporting system.
Self-reporting system

The Self-reporting system is a portal where you can access and manage information such as salary specifications, vacations, parental leave and tax information. Log in to the portal with your KTH ID.

Under My cases in the Self-reporting system you can register the following:

- Vacation application (with exception for those with pattern vacation)
- Care of children (Swedish: VAB) or parental leave applications
- Sick leave notification
- Leave of absence application

Under My pages in the Self-reporting system you can see your:

- Salary specification
- Change your home address, telephone number etc.
- Register your next of kin contact information
- Vacation days
- Tax information (for example your tax table)

Salaries

As an employee at KTH your salary is normally paid on the 25th of every month through Nordea Bank AB. Other payments, such as compensation for outlay, can also be made around the 10th of every month.

Salary specifications can be found in the Self-reporting system under My pages and in KTH for me.

**Transfers to bank account**

KTH handles all salary payments through Nordea Bank AB. Whether you want your salary paid directly into a Nordea account or transferred to another bank, as a new employee you must fill in the application form Application/Change of employee information (Anmälan/Andring av löntagaruppgifter), which you can get from your department administrator. Hand in the form to your nearest Nordea bank or post it to **Nordea, P1306, 105 71 STOCKHOLM**.

If Nordea doesn't have your bank account information, the salary payment will be sent to your home address in the form of a postgiro cheque.
**Tax statement**
In order to ensure that the correct amount of tax is deducted from your salary you must hand in a preliminary tax statement (preliminär A-skattesdel) to KTH as soon as possible after your first employment day. You can order the tax statement online from the Swedish Tax Agency’s (Skatteverket) website and it will be sent to the address you are registered at.

Hand in your tax statement to your department administrator. If your tax statement is not available at the time your salary is calculated, an estimated tax deduction will be made.

**Working hours**

**Technical and administrative personnel**
For full-time employees the regular working week consists of 40 hours and flextime applies. Regular working hours are from 8:00 to 16:30 with mandatory breaks of at least 30 minutes for lunch (unpaid). You can organize your hours within the following time frame:

- Start of working day between 6:00 and 9:00
- Lunch between 10:30 and 14:00
- Terminate working day between 14:00 and 20:00

You can take two paid breaks of 15 minutes each, one in the morning and one in the afternoon.

Your flextime balance should be within the “frame” of minus 10 hours and plus 50 hours. If your hours exceed the minimum or maximum limits, you should arrange immediately to bring them within the flextime balance. Working hours on the plus side can be exchanged for free time but never for money.

**Teachers and doctoral students**
Doctoral students are exempt from laws pertaining to working hours. Teachers’ total number of working hours is 1,700 to 1,756 hours per teaching year depending on age. The working schedule is unregulated regarding number of hours per day. This means that you are responsible for planning your own work hours. Consequently, overtime, flextime or reduced working hours prior holidays do not apply.
Non-working days
Saturday, Sunday and holidays such as Easter Saturday, Sweden’s National Day, Midsummer’s Eve, Christmas Eve and New Year’s Eve are non-working days. Working days between two non-working days (klämdag) are also days off. On the following days working hours are reduced by 4 hours: Twelfth Night, Maundy Thursday, 30th of April, the day before All Saint’s day, as well as December 23 if it occurs on a Friday.

Overtime
Overtime should always be approved in writing by the immediate supervisor using the form Overtime (övertid). In practice, overtime applies very seldom.

Vacations and holidays
Vacations days are counted per calendar year. Planning of vacation should always take into account the work you are responsible for, and be approved by the department head. If the practical considerations of your work allow it, you are entitled to four consecutive weeks of vacation between June and August.

KTH uses two models for planning vacations: pattern method and form method.

Pattern method – faculty, researchers and PhD students
This method applies to teachers and doctoral students as well as those with fiduciary working hours who choose the pattern method. Vacations are planned in consultation with your immediate supervisor and no application is registered in the Self-reporting system. This method does not allow you to save the current year’s vacation days for use during the following year. If you don’t use up your holiday before the end of the year it will expire. Vacations should not be taken during term time or during teaching periods.

Form method – technical and administrative staff
The form method applies to technical and administrative staff and vacation applications are registered and approved by your manager through the Self-reporting system.

Save vacation days for a later year
Employees who use the form method can save vacation days from the current year’s vacation allowance and use them during the following year. In order to be eligible to save vacation days you must use at least 20 days during the current year. Requests to save vacation days should be submitted via the Self-reporting system by May 15 at the latest. You can save up to a maximum of 35 days.
Occupational healthcare

KTH has an occupational healthcare agreement with Avonova. You can consult them about work related issues or illness, both physical and psychological. The agreement includes health promotion, preventive and follow-up care. You can meet different specialists for talks and advise.

Book an appointment by telephone or e-mail.
Address: 5:e Hötorgsskrapan, Sergels Torg 12, plan 2, 111 57 Stockholm
Telephone: 08-120 125 00.
E-mail: KTH-foretagsskoterska@avonova.se

All employees can visit Avonova three times per year without Avonova reconnecting to the manager or someone else at KTH. The first three visits are free of charge. If longer treatment is needed, it must be approved by the school’s HR Manager. The school will pay for treatment. Health problems that are not related to your work are handled by the health care center in your municipality.

Read more on the KTH intranet under My employment/working environment and wellness/occupational health care.
Health and fitness

Health and fitness hour – without salary deductions
KTH employees may spend one hour a week (one session), within ordinary working hours (08:00-16:30) doing some form of physical exercise. The hour includes the time it takes to change clothes and travel. The benefit is provided without deduction from your salary or working time. The hour cannot be accumulated or divided up into shorter periods.

Health and fitness allowance
KTH employees are offered a healthcare allowance to stimulate and encourage physical activity and well-being. You receive the allowance through KTH for me. The allowance is 2400 SEK per year and covers the calendar year. If you have been employed for one year, you will receive the whole amount. If you have been employed for less time the amount is prorated according to your employment period (200 SEK per employed month). The allowance can be used freely at any time during the employment period. It is intended for activities that are included in the Swedish Tax Authority’s regulations regarding exercise and other fitness activities.

Free of charge health and fitness activities
All employees are welcome to participate in a range of other health and fitness activities organized by the school, free of charge

- Floorball in KTH-hallen, every Tuesday at 8:00. No advance registration required.
- Basketball in KTH-hallen, every Tuesday at 12:30. No advance registration required.
- Easyline in KTH-hallen, every Monday at 12:00. This is a type of circular weight training. No advance registration required.
- Qigong at the Dean’s Office (third floor, Osguldasväg. 10), 30 minutes every Thursday at 10:00. No advance registration required. No special workout clothes or previous experience required.
For parents

Parental leave is reported in the Self-reporting system, preferably at least two months in advance. Employees who are on parental leave are entitled to parental salary from KTH if parental allowance is paid by the Social Insurance Agency (Försäkringskassan). Parental salary is paid by KTH until the child is 36 months and for a maximum of 360 days in relation to the leave range.

In the portal KTH for me, under My benefits/parental leave benefits, there is a calculator that enables you to determine your total compensation during parental leave based on your salary and on the number of planned days off.

Further information can be found on KTH’s intranet under My employment/holidays and leave of absence.

Care of sick child

When your child is sick and you need to stay at home, report the days off both in the KTH Self-reporting system and to the Social Insurance Agency. For these days, you get compensation from the Social Insurance Agency called temporary parental benefit for care of children (vård av barn (VAB) in Swedish).

In case of illness

Sick leave

If you are sick, you should contact your department administrator or your supervisor by telephone or e-mail to inform them of your absence as soon as possible.

If you have been sick shorter than seven days, you should report your sick leave in the Self-reporting system when you are back at work. For absences that exceed one week, you should report the leave of absence in the Self-reporting system as soon as possible. Report the same leave of absence period as on the doctor’s certificate.

For absences that exceed one week, you are required to submit a doctor’s certificate from day eight to your department administrator.

For absences that exceed 14 days, send the original doctor’s certificate to the Försäkringskassan and one copy to your department administrator.

Sick salary and sickness benefit

The first day that you are sick is counted as a qualifying day (karensdag), which does not count towards sick pay. However, between your second and fourteenth day, you will
receive sick salary from KTH amounting to 80 percent of your salary. The Social Insurance Agency (Försäkringskassan) takes over the compensation responsibility when you have been ill for more than 14 days and the compensation is called sickness benefit.

Those who use the form method for vacation can exchange their first sick day for a vacation day, which must also be registered in the Self-reporting system. First you register your entire period of sick leave and then make another registration for the exchange.

In the portal KTH for me under My benefits/your sickness compensation, there is a calculator that enables you to determine your total compensation during sick leave based on your salary and on the number of days off.

**Work glasses**

All employees who work with monitor displays for more than one hour a day or who experience problems with eyesight must undergo an eye examination. Your employer will cover the costs for special work glasses if needed. For more information about how to go about ordering, visit the KTH intranet under My employment/working environment and wellness/work glasses.

**Compensation for medical costs**

KTH will subsidise a portion of certain medical costs. If you request compensation for costs related to medical treatments, physiotherapist, medicine or other medical costs, visit the portal KTH for me and follow the instructions. The original receipts can’t be older than one year.

| Doctor          | Maximum 95 SEK for every visit |
| Dentist         | Maximum 95 SEK for any oral surgery performed at a hospital or at the Odontological faculty. Other dental costs are not compensated |
| Physiotherapist | Maximum 55 SEK for every visit |
| Medicine        | Prescription medicines |
Other forms of leave

**Leave of absence with a monthly salary**
You may visit the doctor, dentist, physiotherapist, the occupational health care, maternal health care clinic and for blood donations during working hours with no deduction from your salary.

You may also apply for a leave of absence via the Self-reporting system for the following reasons without deductions from your salary. Leave of absence request must be considered for approval in each case. Leave under a part of the day is counted as a whole day.

- Family matters: Maximum 10 days per calendar year. The right to take leave for urgent family matters such as serious illness, death, funeral, or probate and settlement. This only applies to issues related to your closest family
- Relocation. One working day as a rule. Three days can be allowed in special cases, for example relocating from a foreign country, which must be approved by the Head of School in coordination with the HR department
- Union representative: Maximum 10 working days per calendar year
- Exams and tests. Maximum five working days per calendar year

**Leave without pay**
Through the Self-reporting system you can apply for leave without pay, for example for studies or other personal matters.

**Secondary employment**

According to the Public Employment Act, Higher Education Ordinance and the General Salary and Benefit Agreement (Villkorsavtalet), all government employees must inform their employers about their secondary employment whether it is paid or unpaid.

More information in Swedish about secondary employment as well as forms for reporting these can be found on the KTH intranet at KTH:s regelverk/personal/bisysslor.

**Insurance and pensions**

All employees at KTH are provided with insurance coverage according to this section. Find out more in Swedish about the different insurance programs below on KTH’s intranet at KTH:s regelverk/personal/personförsäkringar.
Business travel insurance
KTH provides a business travel insurance policy through the Legal, Financial and Administrative Services Agency (Kammarkollegiet). The business travel insurance includes coverage for lost baggage, delayed baggage (more than two hours after leaving the airport), medical and dental care, repatriation or damages for personal injury.

NOTE: If you go on a business trip you will need a Kammarkollegiet’s travel insurance card that you can pick up from your department administrator or HR representative at the school. When you travel within the EU you are also advised to order a health insurance card from the Försäkringskassan if you are qualified to be registered with the agency.

For information about how to order a card visit the agency’s website at: www.forsakringskassan.se/privatpers/utomlands. Click on “other languages” for information in your language.

Group life insurance
All public employees are covered by the state’s group life insurance (Swedish: TGL-S), which is administered by the National Government Employees Pension Board (Statensstjänsteförsäkringar, SPV). The insurance is valid for the duration of your employment but coverage is reduced after you turn 65 years. Read more at SPV’s webpage.

Occupational injury insurance
If you are injured at your workplace or on your way to or from your workplace you will receive compensation from the Occupational Injury Insurance (Arbetsskadeförsäkringen), which is administered by the Försäkringskassan. In addition, under certain circumstances you are entitled to compensation for work related injuries from AFA Trygghetsförsäkring, thanks to our agreement regarding personal injury (PSA).

Pensions
Your future pension will be provided by difference sources. Part of it will come from the Swedish Pension Agency (Pensionsmyndigheten) as public pension, and part from KTH and possibly other employers in the form of an occupational pension. The occupational pension is based on the salary you received during your period of employment.

If you have any questions regarding your occupational pension, contact the National Government Employees Pension Board (Statensstjänsteförsäkringar, SPV), who handles the administration of KTH pensions. Contact them by phone 060-18 76 00 or by email kth@spv.se.

Read more on KTH’s intranet under My employment/conditions of employment/pension.
Business travel

Information required for handling your trip from travel order and booking until the expenses report can be found on the KTH intranet under My employment/KTH Business travel.

In the left menu you will find:

• Contact information for travel company Egencia
• Manuals for KTH-RES
• General rules for business trips
• Information about travel insurance and allowances

KTH-RES

KTH-RES is KTH’s system for handling business travel where you log in with your KTH ID and that you use to:

• Write travel orders before the trip and request pre-payment
• Book your tickets online at the travel company Egencia
• Submit a claim for your travel expenses

Travel requests or travel expenses claims are handled electronically and sent to the relevant administrator for review and then to the head of the department for financial approval. You will receive a message by e-mail when your travel expense claim has been approved.

Travel requests

Travel requests are obligatory before business trips and must be approved by your immediate supervisor before you make a travel booking. KTH’s travel insurance is valid on the condition that you have a travel request. It is important that KTH is aware of which employees are on business trips and where they are heading in case of a natural disaster or a serious aviation accident.

Bookings

All flight bookings are made via KTH’s travel agency Egencia. Online bookings with Egencia can only be made via KTH-RES. Follow the instructions in the ”Quick reference guide for booking travel in KTH-RES.” For simpler trips we recommend that you always book online through Egencia.
To use the online booking system you must update your travel profile and accept the terms of the Privacy Protection Law (PUL-lagen). See the ”Manual for updating “My profile” and PUL-acknowledgement”.

Hotel bookings can be made through Egencia. You can contact a hotel directly or book your hotel visit on the Internet. We strongly recommend that you select a reasonably priced hotel.

Travel expense claims

Travel expense claims are registered in KTH RES. Read ”Quick guidelines for travellers” on the website “Manuals for KTH-RES” about how you declare your travel expenses. After you have sent your travel expense claim you will need to verify your costs by handing in all your original receipts to the department's administrator.
Communication

KTH visual identity and templates

How we build and communicate KTH’s brand is important. The way we communicate visually is part of our brand and identity. We have made it easier for you to convey a uniform image of KTH by creating a set of templates for e-mail signatures and letters, presentations, posters, doctoral and licentiate theses, and master thesis among others.

The templates follow KTH’s visual identity and include KTH’s logotypes, colors, graphic elements, typefaces and image guidelines.

Read more about KTH’s visual identity and download the templates from KTH intranet under Support and service/communication/templates.

E-mail signatures

To further strengthen KTH’s identity in our external communications, it is important that your e-mail messages have a clear sender. Download and install the email signature for Outlook from KTH’s Intranet under Outlook signature templates.

Rules for writing

In English, in the first instance in any given text, we write the full name of the university: KTH Royal Institute of Technology (Swedish: Kungliga Tekniska högskolan). In subsequent references to the name, use only the initials KTH.
The initials EES are used when we communicate with the university’s administration and other schools within KTH, but internally within the school and externally we simply use EE, which is an internationally established abbreviation for Electrical Engineering.

You can read more about how we write the school’s name, departments and academic titles in both Swedish and English and about abbreviations at KTH’s intranet under Support and service/communication/how to write KTH.
Communication platforms

**Course, programme and group web**
Information about KTH’s undergraduate courses and programmes are available on KTH’s course, programme and group web. You can also create doctoral courses on a group page. On this platform, there are different interest groups which you can join and subscribe to the group’s news. It is also possible to create your own interest group where you can gather material, post news and calendar events and discuss issues within specific subject areas.

Courses, programs and group web can be found at www.kth.se/social/.

**KTH’s publications database DiVA**
KTH’s publications database, DiVA, provides greater visibility for KTH and KTH’s research. In order for KTH to climb on international ranking lists and for researchers to be cited more often, it is essential to be published in DiVA. All of KTH’s research publications are published in this database, including journal articles, books, reports, conference papers and so on. KTH’s licentiate and doctoral theses, student theses and research reports are also published in DiVA.

To log in to and find out more about DiVA visit the KTHB website at Publishing/KTH’s publication database DiVA.

**Affiliations**
For your publications to be indexed higher in the search engines, be cited more frequently and improve KTH’s ranking, it’s important to be consistent when writing KTH and your departmental affiliation. This is how to write your affiliation at KTH:

- **KTH, school, research center or department**
  KTH Royal Institute of Technology, School of Electric Engineering, ACCESS Linnaeus Centre/Automatic Control

- **Both research center and department**
  KTH Royal Institute of Technology, School of Electrical Engineering, Automatic Control, ACCESS Linnaeus Centre

**News**

There are several ways of keeping yourself updated with what’s going on at EE and KTH. At KTH News you can read about new research projects, large grant allocations and student projects. KTH also has its own digital paper, KTH Magazin, filled with articles and news regarding research. In the KTH personnel magazine Campi, you
can read about current events, people and debates at KTH. On EE’s website you'll find news about the school and seminars and conferences organized by the school’s departments and centers.

KTH’s and the school's news channels:

- www.kth.se/news
- https://www.kthmagazine.se
- www.kth.se/ees/en
- www.campi.kth.se

On EE's Intranet you'll find the school's administrative support. Here, you can also find news and information about what's going on at EE and KTH, including upcoming conferences, invitations as well as minutes of meetings and plenty of additional material that may be helpful in your daily work.

Social media

**Facebook**
The EE school has a page on Facebook called “KTH Electrical Engineering”. Like our page to keep yourself updated with events, research and to connect with students and researchers at the school. You'll find us at: www.facebook.com/kthelectricalengineering.