Erasmus Mundus Action 2
INFORMATION FOR INCOMING SCHOLARSHIP HOLDERS 2015
Welcome to Lund University!

This brochure is a collection of essential information and regulations common to all scholarship holders participating in Erasmus Mundus Action 2 (EM2) projects at Lund University.

We hope that your stay and studies in Lund will be an enriching experience that you will benefit from in the future. The EM2 team is here to support you during your mobility period at Lund University.

We look forward to seeing you in Lund!

The Erasmus Mundus Action 2 team at Lund University

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CONTACT INFORMATION AND ASSISTANCE

The information provided in this brochure is designed only to give an overview of essential EM2 programme information for mobility at Lund University, and should not be considered a comprehensive guide to the EM2 programme, nor to your stay at Lund University. For more information, please contact us or visit the Lund University website.

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About Erasmus Mundus

The Erasmus Mundus programme aims to enhance the quality of higher education and promote dialogue and understanding between people and cultures through mobility and academic cooperation.

The European Union’s Education, Audio-visual and Culture Executive Agency (EACEA) is responsible for the management of the Erasmus Mundus Programme. The EACEA Guidelines for Erasmus Mundus Action 2 are the basis for the regulation of all EM2 projects. Lund University’s regulations for EM2 are taken directly from the EACEA Guidelines.

Each project/consortium set up under EM2 (comprising a specific country or geographical region) may have additional regulations that apply only to the specific project (e.g. scholarship lengths, routines for reporting, travel and insurance provisions).
Before your arrival in Lund

There are quite a few practical matters that need to be dealt with before your arrival in Lund. The list below is an overview of the necessary steps and measures to be taken by you and Lund University respectively.

**LETTER OF ACCEPTANCE /LETTER OF INVITATION**
If you have not yet received your “Letter of Acceptance” (LoA) or “Letter of Invitation” (LoI) in original from Lund University, you will soon receive it. The LoA is for Undergraduate and Master mobilities and the LoI is for PhD, Post-Doc and Staff mobilities. A LoA or LoI is a document stating the time period that you are committed to study at Lund University and you will need it for the visa application process.

**LEARNING AGREEMENT**
*This only concerns exchange students*
The learning agreement states the courses that you have agreed to study at Lund University. No scholarship holders can study more than 30 credits worth of courses per semester. The Learning Agreement is to be considered as a binding agreement between three parties (you, your home university and your host university), and its purpose is to ensure credit transfer after the end of the mobility period. The learning agreement must be signed by all parties before the start of your mobility.

**WORK PLAN**
*This only concerns PhD, Post-Doc and Staff*
The Work Plan describes the academic activities that will be undertaken during your mobility, as well as the outcomes. The Work Plan is an agreement between three parties (you, your home university and your host university) and should be signed by all three parties. The work Plan must be signed by all parties before the start of your mobility.

**VISA APPLICATION PROCESS**
When you have received your Letter of Acceptance or Letter of Invitation you should start the visa application process as soon as
If it is possible for you to apply online, it is preferable, as you will then receive a decision a lot faster - provided that your application is complete with all necessary information and documents! You must also contact the nearest Swedish embassy or consulate to be photographed and fingerprinted. Find your nearest Swedish Embassy/Consulate at http://www.swedenabroad.com

Be aware that it normally takes at least 6-8 weeks to receive a decision. You should therefore start the application process as soon as possible!

Important! You should not be charged for the Residence Permit application. According to the rules of the Swedish Migration Agency, a scholarship holder participating in an EU-funded programme is relieved from any application fees. More information can be found at http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Fees.html. This might however not apply to visiting researchers or staff as they are not considered to be students.

As an Erasmus Mundus Action 2 Scholarship holder, you are also exempt from paying any tuition fees at your host university.

ACCOMMODATION

Undergraduate and Master’s students can apply for up to one year of housing through LU Accommodation. If your mobility period is longer than one year you will have to be prepared to arrange accommodation on your own after 12 months, and we suggest that you start searching for second year housing as soon as you have arrived in Lund. The application for housing through LU Accommodation for EM2 scholarship holders is open 27 April-15 June 2015 at http://luaccommodation.lu.se/node/108

When you apply, you will be required to pay a deposition of SEK 2 000 (by credit card only). This deposition is mandatory. The deposition will not be covered by the scholarship and will be returned to the credit card used at the end of your housing contract period, given that the terms of the contract are respected. For more information please visit http://www.luaccommodation.lu.se

If you will require other housing than the one provided by LU Accommodation during your stay in Lund, there are various housing agencies and websites where students can look for accommodation as well as register to queue for a room/flat. For more information, please visit http://www.lunduniversity.lu.se/student-life/housing/accommodation-agencies. If you choose this option, we strongly recommend that you join the various waiting lists for accommodation as soon as possible.
PhDs, Post-docs and Academic Staff should contact their host department regarding housing options. They might have their own accommodation contacts and can also assist in booking.

Here are some sites where PhDs, visiting researchers and staff can look for accommodation:

- BoPoolen, http://bopoolen.nu/?lang=en (Also see “links” for other accommodation agencies)

There are also some additional sites where visiting researchers and staff can look for accommodation (the host department can help you book):

- The Patient Hotel, http://www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Patientinformation/Praktisk-information-A-O/Boende/Patienthotellet/The-Patienthotel/
- University Guest House – Sparta
  Please contact the EM2 Team: em2@er.lu.se
- Hotel Finn, http://hotelfinn.se/en

If you decide to rent a room or an apartment from a private landlord, please follow normal precautions to ensure that the landlord is honest. You can find useful information regarding your rights as a tenant in Sweden as well as other good advice on http://bopoolen.nu/?lang=en

ARRIVAL
Undergraduate and Master’s students are strongly recommended to arrive in Lund on the official Arrival Day in order to take part in the introductory weeks and thus get very useful information regarding their stay in Lund. 18 August 2015 is the Arrival Day at Lund University! This day is approximately two weeks before the start of the semester. More information about Arrival Day can be found at: http://www.lunduniversity.lu.se/student-life/preparing-to-come/your-arrival-in-lund

LEARN MORE ABOUT LUND AND SWEDEN
http://www.lund.se/en/
http://www.visitsweden.com
http://studyinsweden.se
http://www.lunduniversity.lu.se
In Lund

MOBILITY PERIOD
As a scholarship holder you have been awarded a scholarship for a specific period of time (mobility period) determined by the level of study. The mobility period is stated in the Letter of Acceptance/Invitation Letter that the awarded scholarship holder has received from Lund University. The mobility period may be changed under certain circumstances, provided that the change is in accordance with EACEA regulations and is approved by Lund University (host department and EM2 team) as well as the respective project/consortium coordinators.

SCHOLARSHIP
Each scholarship holder receives a monthly scholarship payment. All scholarship holders will receive their first payment by check in connection with their arrival in Lund. Scholarship holders whose mobility lasts for more than two months will thereafter receive a monthly payment to their Swedish bank account.

BANK ACCOUNT
Scholarship holders on mobility periods longer than two months should open a Swedish bank account as soon as possible. Scholarship payments will then be made directly to the scholarship holder’s account. Note that you must bring your ID (passport and Swedish residence permit) and your acceptance/invitation letter when you visit the bank to open an account. Information about opening a bank account: http://www.lunduniversity.lu.se/current-students/financial-matters/banking-in-sweden

As soon as you have opened an account, send an e-mail to our scholarship administrator Ingrid Temler (Ingrid.Temler@er.lu.se). Please provide your name, personal identity number/date of birth, bank name, account number and clearing number.

EXTENDING YOUR RESIDENCE PERMIT
Scholarship holders who are to stay in Lund for more than one year will need to extend their residence permit, as permits are issued for a maximum of one year. You can apply for extension of your residence permit at the earliest one month before it expires on the Swedish Migration Agency’s website: https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college/Extend-a-permit.html
Insurance

If you have received insurance information from the EM2 team at Lund University, you are insured by Kammarkollegiet (http://www.kammarkollegiet.se/kammarkollegiet). If not, then you will receive information from your project/consortium coordinators and their insurance company. To receive reimbursement for medical treatment from Kammarkollegiet, the following instructions apply:

1. Ensure that your injury or loss is covered under the Kammarkollegiet Erasmus Mundus Insurance Terms and Conditions. Terms and conditions can be found at http://www.kammarkollegiet.se/sites/default/files/erasmus-mundus-insurance.pdf. Save all the receipts (invoices) from your medical visit and fill in the Erasmus Mundus Insurance Claim Application Form: http://www.kammarkollegiet.se/sites/default/files/claimform-erasmus-mundus_kod.pdf. Schedule an appointment to review and submit the claim form with the EM2 team by sending an e-mail to EM2@er.lu.se.

FAMILY MEMBERS OF EM2 SCHOLARSHIP HOLDERS

The insurance provided to scholarship holders does not cover family members. Scholarship holders who intend to bring family members will therefore need to insure their family members before their arrival in Lund. Please contact an insurance provider of your choice in your home country to purchase a suitable comprehensive health insurance policy that is valid in Sweden. If your family members receive a residence permit valid for more than 12 months, they can apply for a Swedish personal identity number and can then receive care at the standard patient fees, with the exception of surgery and hospital stay. Dental care is also very expensive so we do recommend that you purchase insurance for your family members anyway. For more information about the Swedish personal identity number, please visit https://studyinsweden.se/life-in-sweden/practical-advice/.

Language Courses

SWEDISH

Non-degree EM2 students on the undergraduate and Master's level are eligible to apply for the course “Swedish for exchange students” offered by Lund University. The course is called SUSA and is designed to give exchange students a good introduction to the Swedish society and language. SUSA is worth 3 ECTS and concludes with a written exam. More information about the course is available at http://www.sol.lu.se/en/education/course-offerings/course/SUSA11/.

If after taking SUSA, you want to study more Swedish, you might have the possibility to apply for the SVEE courses http://www.sol.lu.se/en/sfs/exchange/. The application period starts on Arrival Day.
EM2 scholarship holders staying in Lund for 12 months or more and who are registered in Sweden and have received a Swedish personal identification number, are entitled to study Swedish free of charge through Lund municipality. For more information and registration please contact the Central Master Programme Coordinator at masters@er.lu.se

ENGLISH
Lund University does not offer English language courses suitable for international students. If you are interested in studying English, you can enroll in courses at Folkuniversitetet (fees apply) in either Lund or Malmö: http://www.folkuniversitetet.se/In-English/English-Courses/

Travel Regulations and Instructions

The following regulations and instructions apply to all EM2 scholarship holders. For more information, please contact you project/consortium coordinators.

The Erasmus Mundus Action 2 scholarship includes one roundtrip “as the crow flies” as indicated below:

**Target Group 1**
From the location of the sending university to the location of the hosting university.

**Target Group 2**
From location of residence of the student/staff to the location of the hosting university.

**Target Group 3**
From the location of residence of the student/staff to the location of the hosting university.

Please do not attempt to book or change your flight yourself – the project/consortium coordinators will assist you with this. You must **save all your boarding passes** and give them to the EM2 team. **Extra luggage will not be paid for by the scholarship.** When you have received your ticket, please double-check the regulations regarding weight/dimensions for baggage and carry-on-baggage. You can find this information on the website of the airline you are travelling with. Note that it is your responsibility to check and follow the airline regulations.
Mandatory Documents

It is mandatory for all scholarship holders to deliver the below mentioned documents to the EM2 team at Lund University before ending their mobility, except for the Learning Agreement (which should be finalised before the start of the mobility period). This is a formal requirement that applies to all.

SPECIFIC DOCUMENTS REQUESTED BY THE COORDINATORS OF THE PROJECT
All projects require the scholarship holders to complete specific documents. For example: an individual contract, a learning agreement, a certificate of attendance, etc. The specific documents required by the project you are participating in are normally listed in detail in the Nomination Letter that you received from the coordinating university.

BOARDING PASSES
The boarding passes are our proof of your date of arrival to and departure from Lund, and thus necessary for us to have when we report mobilities to the EACEA. You must give us all boarding passes from your flights both to and from Lund. Your boarding passes from the return travel should be scanned and sent by e-mail to EM2@er.lu.se. These could also be sent via postal mail, if necessary.

LEARNING AGREEMENT
Undergraduates and exchange masters
The learning agreement is the document stating the courses you are committed to study at Lund University. The learning agreement should be signed by you, your home university and by the faculty where you study and/or the host university before the start of your mobility.

PROJECT SUMMARY
Exchange Master’s and exchange PhDs
If you are a master’s student doing thesis work or a PhD student, you are obliged to hand in a project summary before leaving. In this document, we want you to carefully describe your academic accomplishments at Lund University.

EVALUATION REPORT
All scholarship holders should write an evaluation report (max 1 page) at the end of their mobility, and give it to the EM2 team before leaving Lund. The report should briefly describe the experiences of being an EM2 participant at Lund University, and can include descriptions of both academic and social experiences the scholarship holder has had.

Progress Meetings & Final Meeting

Once per semester, all EM2 scholarship holders at Lund University should attend a mandatory progress meeting. These are held to check the progress of your studies and that you are present in Lund as you should be. If you fail to attend the progress meetings it can affect your scholarship payments. It is also mandatory for all scholarship holders to meet with a member of Lund University’s EM2 team before leaving Lund at the end of their mobility period. This meeting is a good opportunity to ask us any questions related to the end of your stay, and to hand in any remaining mandatory documents. In the final weeks of your mobility, please contact us to schedule an appointment using the contact information on page 3.
A world-class university that works to understand, explain and improve our world and the human condition.