How to use this guide

Coming to another country to study is an exciting experience and we know you will have many questions. The information in this guide has been compiled with you in mind and we hope that it will help you during your studies at Lund University and in your everyday life in Sweden.

We encourage you to read the entire guide since much of the information will be relevant to you. The information includes both general facts about life in Sweden as well as practical advice on studies at Lund University, bank services, accommodation, student life and more. So, take a moment to get acquainted with life at Lund University. We wish you the best of luck with your studies at Lund University and student life in Sweden!

If, after reading this guide, you still have questions or would like some further clarification, please contact any of the services listed in the guide and their staff will be pleased to help you. Please note that some of the websites included in the guide are only available in Swedish. However, most of them can be quite easily translated through Google Translate (translate.google.se) or a similar service.

If you have more general questions and are not sure who to ask, please contact the International Desk.

INTERNATIONAL DESK
Email: studentreception@lu.se
Tel: 046-222 01 00
Phone hours: Monday-Friday 10-12
Visiting address: Stora Algatan 4
Regular opening hours: Monday-Friday 10-13
Opening hours, Orientation weeks:
Monday-Friday 10.00-15.00

If you would like to give feedback on this guide you are welcome to do so by sending an email to studentreception@lu.se
CHAPTER 1: ARRIVAL GUIDE

Arrival check-list

- Contact family and friends back home and let them know that you have arrived safely
- If applicable, secure accommodation (see chapter 3)
- Join the orientation activities. Tickets are sold at the International Desk. (see chapter 7)
- Register for Studentlund (see chapter 5)
- Update your Studentlund account with your Swedish postal address (see chapter 5)
- Get a Jojo-card and explore public transport options in your area (see chapter 8)
- Get a bike (see chapter 8)
- Get a LU access card (see chapter 7)
- Get a Swedish SIM card (provided in your welcome package), mobile phone and number (see chapter 9)
- Find your local supermarket, health care centre, pharmacy, shopping area etc (see chapter 9)
- EU citizens staying for 12 months or longer: apply for a Swedish personal identity number (see chapter 9)
- Non-EU citizens: if you have a residence permit valid for 12 months or longer, apply for a Swedish personal identity number if you are not required to have a visa, register your biometrical data at the Swedish Migration Agency
- If you have received a Swedish personal identity number, apply for a Swedish ID card (see chapter 9)
- Complete your registration and enrolment at the University
- Attend the introduction at your department or on your programme
- Handle financial matters (see chapter 6)
- Get furniture and decorate your home (see chapter 9)
- Log into your student email account and the Student Portal (see chapter 7)
- If you plan to use another email address than the one provided by Lund University, forward your student email to that address

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International students at Lund University

In order to give you the best service possible, we will occasionally ask you what category of international students you belong to. Are you an exchange student, Master’s or Bachelor’s degree student or a course student?

Exchange/Study Abroad students – you are an exchange/study abroad student if you have applied to Lund University through your home university’s international office and their formal agreement with Lund University. Exchange students include Erasmus students. As an exchange/study abroad student, you will most likely study at Lund University for one or two semesters and then return to your home university to finish your degree. Exchange/study abroad students should always direct any questions regarding academic matters to their coordinator, which is the person who signed the Letter of Acceptance.

Master’s and Bachelor’s degree programme students – you are a Master’s or Bachelor’s degree student if you have applied for a programme through www.universityadmissions.se or www.antagning.se and intend to complete your degree at Lund University. Master’s and Bachelor’s degree students should always direct any questions regarding academic matters to the relevant programme coordinator.

Non-degree course students – you are a non-degree course student (this includes “freemover students”) if you have applied for single-subject courses or the Swedish language programme through www.universityadmissions.se or www.antagning.se. If you are a non-degree student, you should contact the course administrator or study advisor at your department for questions regarding academic matters.

Frequently Asked Questions

How do I get a student card?
There are two different cards that are useful for you as a student at Lund University: The Studentlund card is the card that gives access to all activities provided by the student nations, unions and the Academic Society as well as student discounts. To obtain this card become a member of Studentlund and pay the membership fee. More information can be found in chapter 5.

The LU access card is key card and will give you access to facilities at your department and faculty. This card can be obtained through one of the card stations on campus. Find more information in chapter 7.

I’m looking for a used bike, where should I go?
You are not alone; there is a high demand for used bikes in Lund in the beginning of every semester. In chapter 9 you will find addresses to some used bike shops in Lund. The City of Lund usually arranges an auction for used bikes in the beginning of a new semester. Check the International Desk Facebook page for updates.

I’m required to provide my biometrical data to the Swedish Migration Agency, where do I go?
You can submit your biometrical data at the Migration Agency in Malmö. The address and opening hours can be found in chapter 9 of this guide.

Useful contact details

USEFUL PHONE NUMBERS
Swedish emergency telephone number: 112
Report a crime to the Swedish Police: 114 14
Health care advice: 1177
LU Campus Security: 046-222 07 00
Lund University switchboard: 046-222 00 00

USEFUL WEBSITES
Skånetrafiken: www.skanetrafiken.se
Student Portal: student.lu.se
Student email: webmail.student.lu.se
Current student web: www.lunduniversity.lu.se/current-students
Migration Agency: www.migrationsverket.se
Studentlund: www.studentlund.se
International Desk Facebook page: www.facebook.com/internationaldesk

USEFUL ADDRESSES
International Desk, Lund
Address: Stora Algatan 4
Phone: 046-222 01 00

LU Accommodation, Lund
Address: Winstrupsgatan 8
Phone: 046-222 01 00

Swedish Tax Agency, Lund
Address: Stora Södergatan 45
Phone: 0771-567 567

Swedish Migration Agency, Malmö
Address: Agnesfridsvägen 111
Phone: 0771-235 235
I want to hand in my application for a Swedish personal identity number, where do I go?
Applications for Swedish personal identity numbers are administered by the Swedish Tax Agency. Read more about who is entitled to a Swedish identity number in chapter 9. You can find the Tax Agency on Stora Södergatan 45 in Lund. The opening hours can be found on https://www.skatteverket.se/omoss/kontaktaoss.

I want to use public transportation in Lund, what do I need to do?
Lund city buses are green and you can find the time tables on www.skanetrafiken.se. A map of the bus lines is provided in the welcome package.

It is not possible to pay with cash on the city buses. But you can install the Skånetrafiken app and buy your ticket through there. For occasional travellers, the Jojo-card Discount card (no specific student discount) is recommended which can be bought at the Skånetrafiken office at the train station and at several convenience stores (see list in chapter 8).

I only have wired internet in my student accommodation, where do I find a network cable?
A list of electronic stores in central Lund and at the Nova shopping centre is provided in chapter 9.

I need a pillow and a blanket, where should I go?
For addresses to shops in central Lund and at Nova shopping centre see chapter p. During the Orientation programme, there will be several tours to IKEA. Tickets are sold at the International Desk. You can also travel to IKEA on your own. Find more information in chapter 9.

What should I do to get a Swedish SIM card and mobile phone?
A SIM card is provided in your welcome package. If you prefer another service provider, you can find SIM cards for purchase in electronic stores and convenience stores. Reasonably priced mobile phones can usually be found in the electronic stores at the Nova shopping centre (see chapter 9).

I'm an exchange student and I don't have a Ladok number, what should I do?
All exchange students receive a temporary identity number in the student registry, Ladok. The Ladok number, or LU identity number, is sent by email to all admitted exchange students a few months before Arrival Day. It is also included in the email with the student account login details sent a few weeks before Arrival Day.

If you have not received this email, please visit the International Desk and they will try to help you. However, please note that the International Desk might not be able to help you directly and that you may be asked to contact your coordinator at Lund University.

Help! I need to buy groceries and I don’t know any Swedish!
Don’t worry, you will find a small food glossary in chapter 9.

For FAQ concerning LU Accommodation, please see chapter 3.

Your department

The University may seem rather large and complex, but it is the department that becomes your key workplace. A department is a unit within the University where your classes and research take place within one or more subjects. It is the department that registers you when the programme or course begins. The departments at Lund University are located in several different areas of Lund and virtually all of them have their own website which can be accessed through lu.se.

The departments work together in the same research and study centres and almost all of the departments belong to a specific faculty, e.g. The School of Economics and Management, the Faculty of Engineering (LTH) or the Faculty of Social Sciences.

A full list of the faculties, departments and centres at Lund University can be found on www.lunduniversity.lu.se/about/faculties-at-lund-university.
Study administration

REGISTRATION AND ENROLMENT
Registration for a course takes place on the first day of class. Therefore, it is very important not to miss the first lecture. If you are unable to participate in the first lecture, remember that you will have to contact the coordinator or course administrator beforehand so that you do not lose your place on the course.

STUDY STRUCTURE
Studies are usually structured so that students only have one course at a time, each concluded with some form of assessment. Exceptions are the School of Economics and Management and the Faculty of Engineering where two or more courses may run parallel to each other.

Courses can run for anywhere from 2 to 20 weeks, usually 5, 10 or 20 weeks. The duration and extent of courses and programmes are expressed in a system of credits (högskolepoäng). The Swedish credit system is the same as the European Credit Transfer System (ECTS), thus, one week of full-time study corresponds to 1.5 credits. One semester of full-time study amounts to 30 credits (15 US or Canadian Semester Credit Hours, SCH). Single subject courses vary in scope from 7.5 to 60 credits.

The teaching methods and the number of classromm instruction can vary considerably between different subjects and courses. Some courses, mainly in engineering, have up to 30 hours of lecture per week, while some, e.g. social sciences courses, can have 10 hours, and rely more on the indipendent study. The most common form of teaching is lectures to groups of 25-30 students. All courses include written and/or oral exam. There are usually no final exams covering the entire semester’s coursework. If you fail an exam, it is possible to re-take the exam the same semester or later that year. Only successfully completed courses are recorded on your official transcript. All student records at Lund University are stored in the student registry, Ladok.

STUDENT REGISTRY (LADOK)
Ladok is the name of the registry used at Lund University to document students and their study results. Ladok contains the following information about Bachelor’s and Master’s students: name and personal identity number, general eligibility for university studies, admission to courses/programmes, registration on every course each semester, credits taken and degrees. Registration and academic results are documented and entered into Ladok by the relevant department.

In accordance with Swedish legislation on the principle of public access to official documents (Offentlighetsprincipen) all data recorded in Ladok are accessible to the public in Sweden. If you want to learn more about the Swedish principle of public access, please visit www.government.se/how-sweden-is-governed/the-principle-of-public-access-to-official-documents/.

Transcripts and results
All students at Lund University, with a student account, will receive a message to their student email address each time a result from an examination has been registered in Ladok. By logging in to the Student Portal (see chapter 7) with your student account details, it is also possible for you to print verifiable academic transcripts of records and registration certificates. If you need an attested (signed and stamped) transcript of records or registration certificate, the student receptions at the different faculties or the International Desk can be of help.

Make sure that your address is correct in Ladok. You can update your temporary address in the Student Portal.

Ladok identity number
International students, who do not have Swedish personal identity number, are registered with a temporary identity number in Ladok. This number consists of the student’s date of birth and a letter followed by three digits. If you receive a Swedish personal identity number while studying at Lund University, please submit the number thru the Student Portal.

GRADING SYSTEM
In Sweden the grading scale normally consists of 3 grades: Pass with Distinction (VG or Väl godkänd), Pass (G or Godkänd) or Fail (U or Underkänd). However, some faculties may use a different grading scale:

The Faculty of Engineering uses several different grading scales. On most courses, the grades awarded are: 3 (three) Pass, 4 (four) Very Good, 5 (five) Excellent. For all courses in architecture, the grading scale only includes the grade “Godkänd” (Pass). Courses in Industrial design uses both the three level grading scale (5, 4, 3) and the one level scale “Godkänd” (Pass).

At the Faculties of Humanities and Theology and at the Faculty of Social Sciences certain departments award A, B, C, D, E or Fail (F). The highest grade is A and the lowest passing grade is E. In a limited number of courses only the grades Pass (G) or Fail (U) are awarded.
The Faculty of Law uses four grades; Pass with Distinction (AB), Pass with Credit (BA), Pass (B) or Fail (U).

The Faculty of Medicine only uses the grades Pass (G) or Fail (U).

The Faculty of Science and the Faculty of Fine and Performing Arts use two different grading scales: Pass with Distinction (VG), Pass (G) or Fail (U) and Pass (G) or Fail (U).

The School of Economics and Management uses the following grading scale: A, B, C, D, E or Fail (F). The highest grade is A and the lowest passing grade is E.

STUDIES FOR THE UPCOMING SEMESTER
In some degree programmes at Lund University, students are required to apply for courses for the upcoming semester through www.universityadmissions.se or www.antagning.se. In other degree programmes the application for the following semester is made automatically. Please follow the instructions from your programme coordinator thoroughly.

Exchange students can in some cases extend their studies at Lund University, but this wish has to be communicated to their coordinator several months in advance.

Course students who want to continue their studies at Lund University have to apply through the regular application rounds on www.universityadmissions.se.

GETTING YOUR DEGREE
When you have completed your degree studies at Lund University you can request to receive your degree certificate. A degree certificate is not issued automatically, but issued upon your request to the Degree Office.

Please note that the Faculty of Engineering and the Faculty of Medicine have their own degree offices.

The general processing time for degree application to the central Degree Office is 6-8 weeks. Processing times might vary during the year depending on the office’s workload. You are responsible for the information in your application and that it is complete and accurate.

Lund University Degree Office website: www.lunduniversity.lu.se/degree-certificate
Email: examen@stu.lu.se

Before your graduation, remember to join the Lund University Alumni Network.
Website: www.lunduniversity.lu.se/alumni

Libraries
Lund University has one of Sweden’s oldest and largest research library networks, with 26 libraries on campus. Each faculty has one or more libraries. Course specific materials can often be found there, as well as reference copies of required reading for most courses and programmes.

The main University Library is often referred to as “UB” (Universitetsbiblioteket). Founded in 1666, the same year as the University, it is housed in a magnificent building and holds large collections extending over 2000 years, covering practically all languages and subject fields. In addition, the electronic library collection includes more than 16000 e-journals, 200 databases and many e-books, dictionaries and encyclopaedias.

SEARCH SYSTEM
LUBsearch is the entry point to the libraries’ collective resources and material, both electronic and printed. A single search field enables you to find articles, journals, doctoral theses and books. You get an overview of all the library resources related to your search. You can also search outside Lund University’s collections.

LIBRARY CARD
Your LU access card is also your library card. In order to borrow items from the libraries at Lund University you need to create a library account to which you can link your LU access card.

1. Go to the library catalogue called Lovisa and fill in the library card application: https://lovisa2.lub.lu.se
2. Go to the information desk at one of our libraries to activate your LU card as a library card.

More information
Website: www.lub.lu.se
Search system: www.lubsearch.lu.se

The libraries and a map of their locations can be found on page: www.lub.lu.se/en/our-libraries/map
CHAPTER 2: STUDIES AT LUND UNIVERSITY

Academic calendar 2017-2018

**Autumn semester 2017**
Monday 28 August - Sunday 14 January

**Spring semester 2018**
Monday 15 January - Sunday 3 June

The exact period of the semesters may slightly vary from one faculty to another and also from year to year, depending on which weekday the official dates are that year. We therefore recommend you to check the exact dates directly with the department concerned.

**CHRISTMAS HOLIDAY**
There is no official Christmas break in the academic year, however in practice there are usually no classes over the Christmas/New Year’s period. The exact dates are determined by each department, please check with your programme/department to confirm the dates.

**EASTER HOLIDAY**
As with Christmas, there is no official Easter break in the academic year, however in practice there is usually a break in classes around the time of the public holidays. Good Friday and Easter Monday are official holidays and students are usually off on Holy Thursday. The exact dates are determined by each department so please check with your programme/department to confirm the dates.

Academic support

**THE ACADEMIC SUPPORT CENTRE**
The Academic Support Centre (ASC) aims to foster and promote good communication and study practices among students across Lund University. The ASC provides a free services to all those who study courses and programmes conducted in English through individual and group consultations, workshops, and seminars on topics including:
- the academic writing process
- speaking and presentation skills
- reading and study skills

**Contact information and appointments**
- Website: [www.lunduniversity.lu.se/academic-support](http://www.lunduniversity.lu.se/academic-support)
- Email: english.support@stu.lu.se
- Phone: 046-222 36 95
- Skype: academic.support.centre
- Twitter: @ASCatLU

To make an appointment, email your name, department, and a brief description of your concern to the language consultant at the ASC. A consultant will be available at Campus Helsingborg every now and then; email if you are interested in meeting there. Otherwise, we are on Skype for Helsingborg students and others who are unable to meet at our main office in Lund.

Check the website for upcoming workshops/seminars. For quick tips and notifications, follow the ASC on Twitter.

**About appointments at the ASC**
Many students make an appointment to discuss a text they are currently working on. Through this, we hope you will not only improve your text, but improve overall as a writer and thinker. We believe that all writers, from beginners to experts, benefit from feedback on their texts throughout the writing process. The text could be a lab report, a final essay, a Statement of Purpose letter, a presentation, a Bachelor’s/Master’s thesis, or other.

Regardless of the type of text, the earlier in the writing process you set up an appointment, the better. You will have revisions to make after you meet with the ASC consultant, and you will want plenty of time before the deadline to make them. You might also want to have a follow-up appointment or two, in fact, this is something we strongly encourage most students to do. The more you discuss your text, the better it will become.

Some students bring graded assignments with their professor’s feedback to discuss strategies for implementing that feedback in future assignments. Other students like to come early in the semester with their syllabus and reading list to make sense of it and plan their weekly study schedule. We also recommend this type of meeting if you start to feel overwhelmed with your reading list or work load at any point during the semester. Appointment times tend to fill up quickly, especially from mid- to late-semester, so book your spot well in advance. If you’re bringing a specific assignment, we ask that you email a copy to the consultant at least 24 hours before your appointment time. All appointments are confidential unless otherwise discussed.

Please note! The ASC aims to equip you with the skills necessary to become better writers and presenters in English, and for this reason...
Many of you will take just one course at a time, and it might be as little as twice a week, for a total of six hours, in the classroom. That leaves 34 additional hours in your academic work week. Those hours will be spent reading course material, reviewing your notes, studying for exams, and writing essays. Because much of the time is unscheduled, some students find it especially tempting to procrastinate, leaving assignments for the last minute. To avoid the inevitable anxiety and stress of procrastination and to be able to submit high-quality assignments, set specific daily and weekly goals and form study groups to help keep each other accountable.

Independent work
For most of you, your final semester at the University will be spent writing a degree project. Students often feel overwhelmed and stressed during this process as it is a completely new experience. Researching and writing a long text with a well-evidenced contribution to your academic field in grammatically correct English, is meant to be the greatest academic challenge of your degree. You will undertake this challenge with relatively little input from the staff or faculty; it is your responsibility to produce a quality degree project on time. Your department will provide a supervisor, but his/her role varies greatly between departments.

The most successful students start thinking about their degree project before their final semester, create a strict schedule of their researching and writing time, establish and participate in peer writing groups, and visit the Academic Support Centre with questions and concerns about the writing process.

USEFUL RESOURCES

AWELU - Academic Writing in English at Lund University
- Website: www.lu.se/awelu
AWELU is an online resource platform for academic writing in English at Lund University. The platform contains both information about English language and how to write different kinds of texts. You will find a general introduction to academic writing in English, including correct language, text structure, academic honesty and referencing, as well as examples and practical advice for writers.

General academic writing
- Website: Harvardwrites.com
Constructing academic arguments from Harvard University, with short films, excellent sample essays, and practice assignments.

- Website: writingcenter.unc.edu/handouts/
Handouts on a variety of writing and grammar topics from the University of North Carolina.

- Website: owl.english.purdue.edu/owl/
Online Writing Lab (OWL) at Purdue University

- Website: www.en.stopplagiat.nu/
Web tutorial for international students on avoiding plagiarism. This is a joint venture from several Danish universities.

Thesis Writing
- Website: thesiswhisperer.com
The Thesis Whisperer blog with advice and discussions about research writing written by the Director of Research Training at the Australian National University.

- Website: explorationsofstyle.com
Blog by University of Toronto’s School of Graduate Studies.
Academic honesty and plagiarism

WHAT IS PLAGIARISM?
Students are expected to uphold the standards of academic honesty at Lund University. Cheating and plagiarism are treated very seriously. Lund University uses the following definitions of plagiarism and deceitful plagiarism and they apply to all levels of education:

Plagiarism is a lack of independence in the design and/or wording of academic work presented by a student compared to the level of independence required by the educational context.

Deceitful plagiarism is a lack of independence combined with an intent on the part of the student to present the work of others as his or her own.*

Quotation marks, citations and references are important tools for demonstrating independence in written work and indicating what sources have been used.

Three quick examples of plagiarism:
• A false claim that you have written a paper, when it is in fact another student who has done all work. It is considered plagiarism even if the other student has given his/her permission.
• If you rewrite, or paraphrase, a section from a book/article/website without mentioning that the information is from that source.
• To copy a section of a book/article/website without mentioning that the information is copied from that source.

The Higher Education Ordinance does not specify that the person who cheats has to do so for his or her own personal advantage. This means that even a student who provides unauthorised assistance to another student, for example by handing over his or her work, may be found guilty of attempting “by prohibited aids or other means... to deceive during examinations or other forms of assessment of study performance” and thus become the subject to disciplinary measures.

HOW DOES LUND UNIVERSITY WORK WITH PLAGIARISM?
Lund University has a long experience of combating plagiarism. All advisers and teaching staff are trained to look for signs of plagiarism in the students’ work. Employees at Lund University are obliged to report any suspicion of an attempt to deceive by a student, by prohibited aids or other means, during examinations or other forms of assessment of study performance, is obliged to report this.

As a complement, Lund University also uses a plagiarism detection system called Urkund, through which students may be required to submit their assignment.

WHAT DOES LUND UNIVERSITY DEMAND FROM YOU AS A STUDENT?
First of all, Lund University recommends you to pay attention to all information regarding academic writing that can be found on the University homepage and at the webpage of your specific department. You must always state the source when you use material written or produced by someone else. The source should be cited/written as specifically as possible, so that the reader can easily identify the original author.

As long as you comply with the rules of academic writing and implement these methods in your work you will not only be free of plagiarism, but also be able to publish a better essay. It is in your very best interest to read about academic writing and work in that manner.

Visit awelu.srv.lu.se/sources-and-referencing/ for more information about how to write and cite texts in your studies at Lund University.

SOURCES AND REFERENCING
Some quick tips*:
• If you are quoting a text word-by-word, remember to state the original source to use quotation marks.
• Always state the source when you are using material written or produced by someone else. The source should be cited/written as specifically as possible, so that the reader can easily identify the original author.
• Always inform your reader when you use a source other than yourself. Make it clear which of the text derives from your own thoughts and which of it is someone else’s work.
• When you are reading material to prepare for your degree project, make notes of author’s name, the title and the page number when you come across an important passage.
• If you summarise a text in your paper, essay or degree project, make sure to use your own words and present everything in your own way.

*the source of these quick tips and more advice can be found on www.en.stopplagiat.nu/. Visit the website to learn more about how to avoid plagiarism and produce a better paper, essay or thesis.
Student rights and student influence

**STUDENT RIGHTS AND INFLUENCE**
Your rights as a student in relation to the University and your department are regulated partly in acts and ordinances and partly in decisions by the University, in particular in the List of Student Rights.

In order to make it easier for students to exercise influence over their education and situation, all regulations governing student influence are gathered in a single document: *Policy and regulations for student influence at Lund University.*

**EQUAL TREATMENT**
All activities at Lund University are based on principles of gender equality as well as ethnic and social diversity. The University’s activities aim to provide opportunities for everyone to develop according to their personal circumstances and regardless of of sex, ethnicity, religion or other beliefs, sexual orientation and/or disability. The University has a zero-tolerance policy regarding discrimination.

Read the policies for student influence, student rights and equal opportunities:
Website: [www.lunduniversity.lu.se/student-rights](http://www.lunduniversity.lu.se/student-rights)

**COMPLAINTS INVOLVING STUDIES OR DISCRIMINATION**
For help or to report a complaint involving your studies or discrimination, the first thing you should do is to try and resolve the problem directly with the person(s) concerned. If this is not possible, you should contact your programme/course coordinator or the head of the department to discuss the issue or complaint.

The Student unions
If the problem or complaint lies with your programme/course coordinator, or head of department, or if you do not feel comfortable approaching either of those people, you should contact the student union for your faculty. In Sweden, the role of the student unions is to ensure that your interests are represented at the university and they can raise any issues you may have to the University. They can mainly help with issues of your studies or learning environment.

Contact details to the student unions on:
Website: [www.studentlund.se/karer/kar/](http://www.studentlund.se/karer/kar/)

Student ombudsman
The student unions also have a collective organisation called *Lunds Universitets Studentkår (LUS)* or *Lund University Student Unions Association*. They have a student ombudsman whom you can contact. The student ombudsman helps to make sure that the University is fulfilling its legal obligation to see that Lund University’s students receive an education free from discrimination or unfair treatment. The student ombudsman will give advice and information on how to make your complaint or how to proceed based on your concern.

Contact details to the ombudsman:
Email: studentombud@lus.lu.se

LU Accommodation
LU Accommodation (LUAcc) is a part of Lund University and offers housing for international students. To be able to rent a room from LU Accommodation you have to be a student of Lund University. For any specific information regarding your accommodation (such as internet connection or laundry facilities) please check the LUAcc website.

Contact LU Accommodation
Website: [www.luaccommodation.lu.se](http://www.luaccommodation.lu.se)
E-mail: luacc@service.lu.se
Tel: 046-222 01 00 (press 2 for English and 1 for accommodation)
Phone hours, Mon-Fri: 9.00-12.00 and 13.00-15.00

Visiting address: Wistrupsgatan 8, Lund,
Visiting hours Monday-Friday 13.00 - 15.00 (different office hours during the Orientation Programme)
CHAPTER 3: ACCOMMODATION

RENT AND PAYMENT OF RENT

Rental period
Rooms offered by LU Accommodation are rented for the full academic semesters, from the middle of August to the end of December (autumn semester) and from the beginning of January to the middle of June (spring semester). Please check your rental period before you book any flights home.

The maximum rental period is until the end of the academic year, regardless of your arrival date. Please note, if you are staying longer than to the end of the academic year and you are a non-fee paying student, it is very important that you register with AF Bostäder as soon as possible to get on their waiting list for accommodation. This does not apply for non-EU/EEA students who are required to pay tuition fees and are admitted to full-time studies of at least 30 ECTS. These students have a housing guarantee for the normal duration of their study programme (1-3 years).

Payment of rent
Rental payments are to be paid in advance before the last day of the month, for example, the payment deadline for the rent of May will be on the 30th of April. The rent has to be paid using a credit card, through the online service found when logging in to your online housing account. This does not apply for non-EU/EEA students who are required to pay tuition fees and are admitted to full-time studies of at least 30 ECTS. These students have a housing guarantee for the normal duration of their study programme (1-3 years).

Your contract must be extended before the extension deadline. It is very important that you respect the deadline, since no extensions can be made after the deadline.

CANCELLATION OF THE CONTRACT
All rooms and apartments are rented out for the entire academic semester or year. If you want to cancel your housing contract earlier, the cancellation period is three full calendar months. This means that if you want your housing contract to end 30 April, you will have to contact LU Accommodation before 31 January. To cancel you contract please contact LU Accommodation.

INTERNET
All housing areas provide an internet connection in the rooms. There is no wireless internet connection (except in Pålsjöäng housing area); you will need a computer network cable. The cable is not provided. If you are experiencing problems with your internet connection, please contact the broadband provider.

FAQ – FREQUENTLY ASKED QUESTIONS TO LU ACCOMMODATION

How do I pay rent?
Rent should be paid by credit card through the online booking system.

Can I pay the whole amount for one semester in one payment?
Yes, you can request to pay the whole amount for one semester in one payment. Please contact LU Accommodation for more information on how to do this.

I tried to pay online and got an error message stating my payment was “refused by card issuer”. What does that mean?
This usually indicates one of the following
• Not enough money available in the account
• Limits or restrictions on the card
• You have a card which does not allow online payments. Please contact your bank and let them help you assess the problem.

What should I do if I arrive after Arrival Day?
• If you arrive after the official Arrival Day, make sure to visit the LU Accommodation office (Winstrupsgatan 8) to get your keys. Please bring your passport and letter of acceptance/Notification of selection results from Lund University in order to pick up your keys.
CHAPTER 3: ACCOMMODATION

- Check your room carefully and see if there are damages, broken furniture and if the room is clean. Fill in your inspection report and bring it back to our office within 3 days after you pick up your keys. The inspection report is for recording the existing damages in your room so you won’t be charged when you move out. Always make a fault report online if something is broken and needs to be repaired as soon as possible.

- International students normally arrive 1-2 weeks ahead of the Swedish students. Don’t worry if your student accommodation seems empty in the beginning. Get to know your neighbours and dorm mates! Start making friends and enjoy your new life here in Lund.

What happens if I lose my key?
Lost keys must be reported to LU Accommodation immediately, by telephone or by visiting the office. If your keys have not been returned to LU Accommodation within two weeks, you have to pay for a lock change.

Can I change room?
No, LU Accommodation does not allow for any room changes. If you feel unsafe or unhappy with your room, please contact LU Accommodation for assistance.

Am I allowed to share a single room with a friend or partner?
Single rooms are for one person only. You are not permitted to share it with another person. Unfortunately, LU Accommodation cannot offer family accommodation.

Can I sublet my room/apartment?
No. The housing contract you sign is for you and you alone. If LU Accommodation discovers that someone else is living in your room they will terminate your housing contract.

AF Bostäder

AF Bostäder was founded by the Academic Society in Lund in 1850 and is today an independent foundation providing approx. 6 000 student rooms for Lund University students in 11 different areas of Lund (e.g. Sparta, Kämnarsrätten, Delfi and Vildanden). If you study in Lund for more than one semester and have not secured accommodation for the full period of study, we recommend that you apply for housing through AF Bostäder. The demand for student accommodation from AF Bostäder is high and it is therefore strongly recommended that you register for their housing queue as soon as you arrive, if you have not done so already in your pre-arrival preparations.

Since the foundation is connected to the Academic Society all housing applicants and tenants within AF Bostäder are required to become members of Studentlund.
**Bopoolen**

“Bopoolen”, is a website for housing advertisements run by the Lund University Student Unions (LUS). The service is managed via their website www.bopoolen.nu where you can post ads for housing and search for housing ads. Bopoolen.nu does not apply a queuing system and does not charge any fees for their services. Bopoolen.nu provides checklists for housing, drafts of rental agreements and information about laws and regulations as well as advice on how to avoid fraud. The draft contracts are available in both English and Swedish.

Please note: the end of the web address is .NU, not www.bopoolen.SE, which is a privately run website.

**BOPOOLEN CHECKLIST FOR “HOUSE HUNTING”**

**Websites** – Visit BoPoolen.nu and other websites with housing ads as often as possible to check for available housing. Personal contact is very important and the competition is fierce. Again, it is key to show interest and to make a good impression.

**Advertise!** – Place your own ad on BoPoolen and other websites with housing ads. Make sure that you write a little bit about yourself and what you are looking for. If you put some effort into your ad you are much more likely to be contacted. Please be aware of fraud.

**Live nearby** - Lund is a small city and unfortunately does not have room for all students at Lund University. It is very hard to find a place to live near the centre of Lund and many students live in the surrounding areas instead. Luckily, there are a few bigger cities and a lot of beautiful towns that are easily accessible by bike, bus or train. It is easy to commute!

Don’t be too picky – The housing situation in Lund is tough and most people have to wait a while for their dream apartment. However, you can always demand that your living situation meets all legal requirements for housing.

**Written agreement** – When you find housing, make sure to sign a written agreement and keep your own copy of it. It is the easiest way to prevent problems that might occur in the future. If you are paying a deposit, make sure it is included in the contract. It is also a good idea to photograph any damages that is in the apartment/room when you move in, to minimise the risk of having to take responsibility for damages not caused by you. You can find draft contracts under “Laws & regulations” on the BoPoolen website, www.bopoolen.nu.

BoPoolen advice on how to avoid fraudsters

When searching for housing on your own, please beware of fraud. Unfortunately, there are those who try to take advantage of a tough housing situation by defrauding housing applicants. It can be difficult to recognise fraud, especially if it is the first time you are looking for housing on your own. The staff at Bopoolen.nu is constantly working to prevent scammers, but it is not possible for them to prevent someone from contacting you through an ad requesting housing. It is always important to stay alert and to recognise the warning signs of fraud.

**Warning signs of a housing fraudster**

- The landlord is abroad and not able to show the apartment.
- Demands for a large deposit or advance payments
- Requires payment through Western Union or to a foreign bank account.
- The landlord is pushing you to complete the deal quickly.
- The landlord does not want to give you their real name and birth date.

**Advice on how to avoid housing fraudsters**

- Ask for the landlords full name, address and birth date. Names and phone numbers can easily be changed.
- Look up the address of the apartment online to make sure it is real.
- Google the name and email address the landlord is using. If you are dealing with a fraudster you might find warnings online. Also look through the lists provided on www.bopoolen.nu.

- Never send personal information or your ID to anyone suspicious. Your personal information can be used in other scams.
- Never send any money before you have signed a tenancy agreement and are sure that you have access to the apartment (N.B. not applicable for housing from LUAcc).
- Do not send money through Western Union.

More information and contact details to BoPoolen:

www.bopoolen.nu
Tel: 0704 - 56 11 87
Email: bopoolen@lus.lu.se

Visiting address (during the semester): Sandgatan 2, AF building, 3rd floor
Housing at a student nation

Most of the student nations in Lund provide a number of housing arrangements for their members. In order to apply for accommodation at a student nation you need to be an active member of the nation or provide proof that you are very interested in becoming a very active member at the nation. Please contact the building supervisor (Husförman) at your nation for more information about housing.

Temporary housing – hostels and hotels

The Lund Tourist Office can help you book a hotel in Lund and provides a booking service for hotels and B&Bs on their website.

More information and contact details to The Lund Tourist Office
www.visitlund.se/en
Tel: 046-35 50 40
Email: turistbyran@lund.se

More information and contact details to the Swedish Tourist Association
www.swedishtouristassociation.com
Email: info@stfturist.se

Selection of hostels (vandrarhem) in Lund, Malmö and other cities close to Lund:

- **Winstrup Hostel Lund**
  - www.winstruphostel.se
  - Tel: 0723-290 800
  - Email: stay@winstruphostel.se

- **STF Vandrarhem Malmö City**
  - www.svenskaturistforeningen.se/MalmoCity
  - Tel: 040-611 62 20
  - Email: malmo.city@stfturist.se

- **Bosses gästvåningar Malmö**
  - www.bosses.nu
  - Tel: 040-32 62 50
  - Email: info@bosses.nu

- **Torget Vandrarhem och Lågprishotell (in the town of Kävlinge)**
  - www.torgethotell.com
  - Tel: 046-540 80 05
  - Email: torgethotell@gmail.com

Emergency help

For emergencies or life-threatening situations: **Call 112**

112 is the emergency number to call in case of danger to life, property or environment. By calling SOS Alarm at 112 you will be connected to the following: the police, rescue service or ambulance.

The operators who answer 112 calls speak Swedish and English. If there is time, they can be assisted by an interpreter, but this can delay the call.

By dialing 112, you can be connected to the following:
- Police
- Fire department
- Ambulance
- Sea rescue services
- Air rescue services
- Mountain rescue services
- Poison information
- Customs authorities, for drug tips
- On-call priests
- Social emergency services
- SOS Alarm

When calling 112, the emergency operator will ask: “what has happened?” to determine whether you need an ambulance, the fire department or the police. You will also be asked: “where did it happen?” and “from which number/address are you calling?”. SOS Alarm’s website has more information on what happens when you call 112. Emergency calls on public telephones are free of charge. Push the emergency button and dial 112.

SOS Alarm website:
www.sosalarm.se/sprak/english/
Health care

The Swedish health care system is financed by a social insurance that provides all citizens with subsidised health care through the government. There are both public and private health care providers. If you have obtained a Swedish personal identity number you are entitled to health care at the standard patient fees. Dental care is not fully subsidised and is therefore relatively expensive in Sweden.

Hospitals (sjukhus)
In case of an emergency, you should always call 112. For health care emergencies, it is also possible to go directly to the emergency room (akutmottagning) at a hospital (universitetssjukhuset or lasarettet), which is open 24/7:

- Universitetssjukhuset Lund
  - Klinikgatan 15, Lund
- Universitetssjukhuset Malmö
  - Ruth Lundskogs gata 5, Malmö
- Lasarett Helsingborg
  - Karolina Widerströms gata 12, Helsingborg

Poison control (förgiftning)
Dial 112 in case you are poisoned and ask for poison control. Open 24/7.

Emergency psychiatric care
Dial 046-17 41 00 for acute emotional or mental health care (psykiatrisk akutmottagning). The clinic is located on Baravägen 1 in Lund. For non-emergencies, see information about the Student Health Centre (Studenthälslan) on page 39.

Non-emergency health care: 1177
For non-emergency health related situations, call 1177. The number is free of charge and open 24/7. With this number you can get medical advice from a registered nurse on many things including diagnosis based on your symptoms. If needed, they can refer you to the appropriate health care clinic if you need a doctor.

You can call most of the health care clinics on weekdays 8.00 a.m.–5.00 p.m. to make an appointment. For other times, ask for help via 1177.

HEALTH CARE CLINICS (VÅRDCENTRAL)

IN LUND
CENTRAL LUND
- Capio Citykliniken Lund
  - Clemenstorget 5
  - Tel: 046-270 00 00
- Vårdcentralen Getingen
  - Entrégatan 3
  - Tel: 046-17 72 00
  - Open weekdays, evenings and weekends
- Laurenti clinic
  - Stora Södertugan 4
  - Tel: 046-280 57 00
- Vårdcentral Södertull
  - Helgeångatan 16
  - Tel: 046-275 19 00

NORTHERN LUND
- Hälsocentralen Sankt Hans
  - Fåldstorget 22
  - Tel: 046-19 93 00
- Vårdcentral Norra Fäladen
  - Fåldstorget 4
  - Tel: 046-275 21 00 (message in English)
- Vårdcentral Nöbbelöv
  - Nöbbelövs torg 1
  - Tel: 046-275 22 50 (message in English)

SOUTHERN LUND
- Vårdcentral Sankt Lars
  - St Larsparken (St Lars Area), building 6
  - Tel: 046-275 22 00 (message in English)

EASTERN LUND
- Vårdcentral Linero/ Östra Torn
  - Linero Torg 2
  - Tel: 046-275 20 50 (message in English)

WESTERN LUND
- Vårdcentral Mäsen
  - Tännvägen 108
  - Tel: 046-275 19 50 (message in English)

IN MALMÖ
NEAR SEGE PARK
- Vårdcentral Granen
  - Grangatan 11
  - Tel: 040-623 42 00

NEAR MALMÖ STUDENTHUS
- Vårdcentral Rosengården
  - Von Troils väg 1
  - Tel: 040-623 43 00
- Vårdcentral Törnrosen
  - Bennets väg 8
  - Tel: 040-623 48 80

NEAR MALMÖ FOLKETS PARK
- Vårdcentral Sorgenfrimottagningen
  - Nobelvägen 56 b
  - Tel: 040-623 46 60
- Vårdcentral Eden
  - Möllevångsgatan 44
  - Tel: 040-623 91 00

NEAR RÖNNEN
- Vårdcentral Granen (see ‘Near Sege Park’)

CAPIO CITYKLINIKEN MALMÖ SINGELGATAN
- Singelgatan 2
  - Tel: 040-600 28 00

IN HELSINGBORG
IN THE CITY CENTRE
- Capio Citykliniken Helsingborg Söder
  - Södergatan 11 A-D
  - Tel: 042-17 31 00

Vårdcentralen Tågaborg
- Tågatan 38
  - Tel: 042-406 08 20

MIDWIFE (BARNMORSKA)
If you need birth control, to take a pregnancy test or have other similar questions, you can visit your local midwife at a midwife clinic (barnmorskemottagning). This is free for residents with a European Health Insurance Card (EHIC) or an ID if you have a Swedish identity number.

MIDWIFE CLINICS IN LUND:
LUND CITY CENTRE
- Barnmorskemottagning Södertull
  - Helgeångatan 16
  - Tel: 046-17 64 30
- Capio Citykliniken
  - Clemenstorget 5
  - Tel: 046-270 00 00

NORTHERN LUND
- Barnmorskemottagning Norra Fäladen
  - Fåldstorget 18
  - Tel: 046-270 00 00

EAST LUND/LINERO
- Barnmorskemottagningen
  - Tågagatan 38
  - Tel: 046-275 20 50
CHAPTER 4: HEALTH CARE, SAFETY AND INSURANCE

STI AND SEXUAL HEALTH SERVICES
STI (sexually transmitted infections) screenings and treatments are often offered free of charge for students. HIV and chlamydia/gonorrhoea testing is free and anonymous for all whether you have a Swedish personal identity number or not.

GETTING TESTED FOR STIs
Lund
The STI-clinic at Hudkliniken Lasaretsgatan 15
Tel: 046-17 21 13 to book an appointment
When calling, wait for the long Swedish message to finish before you will be given information in English.
Website: www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Organisation-A-O/Hudmottagning/Lund1/STI-mottagning/

Studenthälsan/The Student Health Centre Chlayment and Gonorrhea testing
Tel: 046-222 43 77 to book an appointment

Malmö
Centrum för sexuell hälsa (Centre for sexual health)
Claesgatan 7
Tel: 040-33 17 47 to book an appointment
At the centre you can also call to talk to a professional about relationships and sexuality.

Helsingborg
The STI clinic at Helsingborg hospital
Tel. 042-406 23 09 to book an appointment
The STI clinic is located at the skin care clinic on the first floor in the main building in the hospital.

More information about STIs
Project 6 (P6), an organisation that promotes sexual health among students at Lund University, provides information and advice about STIs can be found on their website.
Website: www.projekt6.se/en/information/konssjukdomar/

If you have questions about HIV and AIDS, you can also contact an organisation called Noak’s Ark which works with raising awareness of HIV and reducing the social vulnerability of HIV-positive individuals
Website: www.noaksark.org/omoss/english.asp

Pregnancy tests and birth control
Pregnancy tests are available at pharmacies and larger food stores (usually located by the check-out counter). Pregnancy tests are also performed at the midwife clinics. Birth control pills require a prescription from a midwife. Morning-after pills are sold at pharmacies. Condoms can be bought in most food stores (usually located by the check-out counter) and at pharmacies. The student organisation P6 offers free condoms and advice at their office located inside the AF building.

HEALTH CARE FEES
The fee is paid, preferably by card, at the reception at the health care clinic when you arrive. Persons with a Swedish personal identity number or an EHIC card (EU citizens) will be charged the same basic health care fees as Swedish citizens. For a person with a Swedish personal identity number, the cost for each visit ranges from SEK 150 to SEK 400. If you do not have a Swedish personal identity number the fee can amount to approximately SEK 1300. Bring your ID, insurance information and proof that you are a student. Keep your receipts in case you need to submit them to your health insurance provider.

Information about basic fees can be found on the website:
www.1177.se/Skane/Regler-och-rattigheter/Patientavgifter-i-Skane/

Persons without a Swedish personal identity number or EHIC card will need to pay to full fee for a doctor’s visit. For more information about health insurance for students at Lund University, please see next section in this chapter.

If you are unable to come to your appointment, contact the health care provider. The cancellation must be made at least 24 hours prior to your visit. If you miss an appointment, you will be charged twice the fee.

DENTISTS (TANDLÄKARE)
For dental care you can visit the district dental clinic (Folk tandvården), find a private dentist or visit the clinic at the Faculty of Odontology in Malmö. Dental care is generally not subsidised by the Swedish government and the fees may be higher than what you are used to. Before visiting a dentist we recommend that you compare prices and ask about the cost of the visit and procedure. Other rules may apply to emergency dental care. Read the terms of the medical insurance provided by Lund University.

District Dental Clinics (Folk tandvården)
Folk tandvården is often located in the same area as the public health care clinic. Folk tandvården, which is owned by the government, may have lower fees but also have longer waiting times in some cities compared to private dental clinics. For contact details to Folk tandvården, please go to: www.skane.se/sv/Webbplatser/Folk tandvarden/

Click on ”Allmäntandvård”, then ”Här hittar du våra kliniker”.

Private dentists
To find private dentists visit: www.eniro.se, and search for ‘privata tandläkare’ in Lund Malmö or Helsingborg depending on where you live.
Clinic at the Faculty of Odonthology in Malmö (Tandvårdshögskolan)
The dental clinic at the Faculty of Odonthology in Malmö is a good alternative if you are in need of dental care but cannot afford to pay the full cost of a regular dentist appointment. Call to book an appointment.

Tandvårdshögskolan
Carl Gustafs väg 34
Tel: 040-665 84 28

Dental emergencies
For emergencies you call 040-623 02 42 to make an appointment, Monday–Friday 7:30–14:00. All other hours, call 1177, and ask for an on-call dentist (jourhavande tandläkare).

PHARMACY (APOTEK)
Pharmacies have most types of medication and health care products but certain pain relief tablets, antacids, etc. which do not require a prescription, can be found in most grocery stores.

However, for advice about symptoms or medications, a wider variety of products or to have your prescription filled, you must visit a pharmacy. There are located all around Lund, including near the hospital or health care clinic. Three locations in Lund with extended opening hours are listed below:

Apoteket Hjärtat Mårtenstorget 12
Tel: 0771-405 405
Opening hours: Monday–Friday 9:00–20:00, Saturday 9:00–19:00, Sunday 10:00–19:00

Apoteket Hjärtat Gotingevägen 8
Tel: 0771-405 405
Opening hours: Monday–Friday 8:00–20:00, Saturday–Sunday 10:00–17:00

Kronans Apotek Fälldstorget 20
Tel: 0771-612 612
Opening hours: Monday–Friday 9:00–18:00, Saturday 10:00–14:00, Sunday closed

Medical insurance
Depending on your citizenship, and if you are an exchange student or degree programme student, different regulations apply when it comes to your medical insurance coverage and when filing a medical insurance claim. Initially, you will need to pay your expenses at the health care clinic and then go through the insurance claims procedure in order to be reimbursed by the insurance provider.

For more information:
Website: www.lunduniversity.lu.se/medical-insurance

GENERAL STUDENT INSURANCE
All students in Sweden are covered by accident insurance while on university premises and on their way to and from the university. Very specific definitions apply. Please get in contact with your department if something happens.

EXCHANGE STUDENTS WITHIN A FORMAL EXCHANGE AGREEMENT
Exchange students – EU/EEA and Swiss citizens
You are entitled to public health care services if you have registered with the social insurance office in your home country. You will be issued with a European Health Insurance Card (EHIC). You need to have the card with you when you seek medical attention at the health care clinic or hospital in Sweden. You are also covered by our Student IN insurance in Sweden. Please see below for more information.

Exchange students – non EU/EEA citizens
The Swedish government provides special insurance for exchange students (Student IN) which includes, accident coverage, coverage for medical expenses (where no other cover exists) and liability and property coverage. If you have a Schengen visa you are covered in Sweden and in the Schengen area. You will not receive a certificate automatically, but your exchange studies coordinator can issue one for you if needed.

In order to file a health insurance claim, bring the original receipts and a completed Student IN claim form to your exchange studies coordinator. Your claim will be sent to Kammarkollegiet via your coordinator. Please make a copy of the claim form and receipts to keep for your own records.

DEGREE AND COURSE STUDENTS
Registration in the Swedish Population Register
If you have a residence permit valid for at least 12 months, you should register in the Swedish population register (Folkbokföringen) in Sweden. Population registration is performed at the local Swedish Tax Agency (see chapter 9). Once you are registered you will receive your Swedish personal identity number (Personnummer) and are entitled to the same patient fees as Swedish citizens.

Tuition fee paying students and scholarship holders
If you are a non-EU/EEA citizen required to pay tuition fees for your studies at Lund University, you are also covered by a special insurance provided by the Swedish government, FAS +. You are covered by this insurance regardless how of the length of your study period (if it is less or more than 12 months).
In order to file a claim, complete the FAS+ claim form and give it to your programme coordinator together with your original receipts. The coordinator will arrange for the form to be signed and sent directly to Kammarkollegiet. Please make a copy of the claim form and receipts to keep for your own records.

**Non tuition fee paying students – EU/EEA and Swiss citizens**

You are entitled to public health care services if you have registered with the social insurance office in your home country. You will be issued with a European Health Insurance Card (EHIC). You need to have the card with you when you seek medical attention at the health care clinic or hospital in Sweden. This will allow you to pay the same patient fees as for Swedish citizens directly, without having to file an insurance claim.

In Sweden, you are also covered by our Student IN insurance. In order to make a health insurance claim, bring the original receipts and a completed Student IN claim form to your programme coordinator. Remember to always make a copy of the claim form and receipts to keep for your own records.

**Students with dual citizenships**

Swiss citizens are usually entitled to an EHIC card from their home country. In some cases, students with dual citizenships, with an EU and non EU citizenship, who have not lived in the EU/EEA for a while may not be able to receive this card. We urge students with dual citizenships to investigate the possibility of receiving an EHIC card. Students with dual citizenships are also covered by Student IN (see above).

**ERASMUS MUNDUS SCHOLARSHIP HOLDERS**

If you are covered by the Kammarkollegiet Erasmus Mundus insurance, you can file an insurance claim by completing the Erasmus Mundus claim form and contacting the Erasmus Mundus coordinator. Remember to include your original receipts with the claim form. Your claim will be sent to the Kammarkollegiet via your coordinator.

**INCOMING INTERNS**

Incoming interns are covered by a special insurance called GIF through Kammarkollegiet, valid until the day you receive a Swedish personal identity number. This insurance includes accident coverage, costs for home transport in case of illness or accident, liability coverage, legal expenses and property coverage.

If you have a Schengen visa the insurance is valid in the Schengen area (property coverage is only valid in Sweden). EU/EEA citizens normally do not have a Schengen visa. Please note that being a citizen of a Schengen country does not necessarily mean that you have a visa in Schengen. For travel outside the Schengen area you will need additional insurance coverage, which should be acquired in your home country. In order to file a health insurance claim, bring the original receipts and a completed GIF claim form to your department/division. Your claim will be sent to Kammarkollegiet via your department/division. Please make a copy of the claim form and receipts to keep for your own records.

**DENTAL CARE**

Please note that regulations for health care do not apply to dental care. In most cases, international students are not entitled to subsidised dental care (N.B. specific conditions apply for students covered by FAS+ insurance), regardless of whether they have received a Swedish personal identity number or not, and will generally have to pay the total fee. The Student IN, FAS+ and GIF insurances cover emergency dental care up to SEK 3 000 a year.

**USEFUL LINKS**

Kammarkollegiet, is a Swedish government agency that provides insurance (see above). For more information about the insurance terms and conditions and the claim forms, please visit their website.

Website: [www.kammarkollegiet.se/insurance](http://www.kammarkollegiet.se/insurance)

Försäkringskassan, the Swedish Social Insurance Agency, is a Swedish government agency responsible for large parts of the public social security systems. You can find useful information about health care and dental care for international students on their website. N.B. most of the information from Försäkringskassan concerns Swedish citizens or people registered in the Swedish Population Register with a Swedish personal identity number.

Website: [www.forsakringkassan.se](http://www.forsakringkassan.se)

More information from the Swedish Institute about Medical insurance and care in Sweden.

The Swedish Police

CONTACTING THE SWEDISH POLICE
Call 112 for emergency help from the police. For all other on-emergency matters pertaining to file a report or if you need information call 114 14.

114 14 - Telephone number to the police
Call 114 14 for all non-emergency police matters. The line is open 24/7 all year round, and the police officers speak Swedish and English.

114 14 is an automated telephone service with four choices:
- To report a crime or a loss - press 1.
- To provide a tip-off to the police - press 2.
- For passports, opening hours or general questions - press 3.
- To speak to a police officer or a switch-board operator directly - press 0 or wait.

When filing a report, state:
- your personal details. If you are filing a report on behalf of someone else you need to provide personal details for the both of you.
- the time and place of the crime, in as much detail as possible.
- In the case of fraud or crime online, save as much documentation as possible. You do not need to submit this information when reporting the crime. The police may request the information at a later stage of the investigation.

Loss of passport or national ID
If you have lost your passport or national ID card, you must always report this to the Swedish Police so that it can be cancelled.

More information and contact details to the Police:
Website: www.polisen.se
Tel: 114 14

Police station in Lund
Visiting address: Byggmästaregatan 1

Police stations in Malmö
Visiting addresses: Storgatan 43, Drottningen gatan 18, Porslingsgatan 4 b, Sturkögatan 10 (Lost property), Von lingens väg 130 b

Police station in Helsingborg
Visiting address: Berga Allé 25

Lund University campus security

In an emergency, you should always call the Swedish emergency phone number 112.

However, if something happens on campus during your studies you can call the campus security number 046-222 07 00. When calling the campus security number you will be connected to a security officer or the University’s on-call staff. Campus security is available 24/7.

You are also welcome to contact campus security if you feel unsafe on campus and want to be escorted by a security officer.

If something happens at your student housing you can call the LU Accommodation emergency number 046-222 08 00.

If something has happened, e.g a threatening situation on campus, vandalism, lost access card etc, you should also make an incident report to the campus security office.

More information and contact details to Lund University Campus Security:
Website: www.lu.se/alarm
Tel: 046-222 07 00

Student Health Centre

The Student Health Centre is a service available to all students at Lund University. The centre has counsellors, nurses, psychologists, psychiatrists and a physiotherapist. The centre is a complement to other public and private health care clinics in Lund. The Student Health Centre works primarily with problems that affect your ability to study - i.e. stress, worry, anxiety, depression and/or study-related difficulties.

The staff at the Student Health Centre understand how difficult it can be to adjust to life in a new country. As professional listeners, they can support and assist you in overcoming any obstacles you may encounter. All information you give them is of course confidential.

You need to make an appointment to visit the Student Health Centre, but you can also ask questions or receive advice over the phone - do not hesitate to give them a call! If your issue is not within the rimit of the Student Health Centre, they will advise you on whom to contact. Please note that the Student Health Centre does not provide counselling or book appointments via email.

More information and contact details to the Student Health Centre:
To schedule an appointment, see information on the website:
www.lunduniversity.lu.se/student-health
Tel: 046-222 43 77

Telephone hours (subject to change):
Mondays: 8:30-12:00 and 13:00-14:30
Tuesdays and Wednesdays: 8:30-12:00
Thursdays: 8:30-9:20
Fridays: 8:30-10:30
Visiting address: Paradisgatan 58
Visits are free of charge and confidential. Remember to bring your ID.
Student life in Lund

Student life in Lund is unique. The combination of nations, student unions and the Academic Society is not only one of a kind, it is one of the main reasons why new students flock to Lund every semester. The student life gives you many opportunities for personal development and enables you to gain valuable knowledge and experiences outside the lecture halls.

GET INVOLVED - FIND NEW INTERESTS AND FRIENDS

One great way to get involved in the student life is to become active in one or several organisations. The nations, the student unions and the Academic Society are run by students volunteers.

If you are interested in getting active in an organisation, visit or contact the organisation and they will help you!

"HÄLSNINGSGILLET" - EVERYTHING GATHERED AT ONE PLACE

Every semester starts with the so-called "Hälsningsgillet", a reception arranged to inform new students about what the student life in Lund contains. If you are new in Lund, this fair is the perfect opportunity to meet with your student union and to find the student nation that suits you.

You have lots of activities to choose from: theatre, radio, television, cooking, sports and more. At Hälsningsgillet, all of Lund student life is represented with a large number of associations, organisations and enterprises with activities and happenings for students.

Website: www.halsningsgillet.se

ALL THE INFORMATION YOU NEED

You will find updated information about student life activities on the Studentlund website:

Website: www.studentlund.se
Facebook: www.facebook.com/studentlund
Instagram: instagram.com/studentlund

Studentlund membership

ONE MEMBERSHIP – THE ENTIRE STUDENT LIFE

Studentlund is the whole student life gathered in one membership. Studentlund consists of the student nations, the Academic Society and the student unions. When you become a member of Studentlund you get access to a social community and cultural events. You also get the opportunity to influence your education, establish contacts with the labor market, access housing queues and more.

WHY SHOULD I BECOME A MEMBER?

Studentlund is a membership consisting of the so-called “three pillars” which consists of the student nations, the Academic Society and the student unions. This membership is not just one of a kind, but is also one of the strongest contributing factors to why new students continue to choose to study in Lund each semester. Studentlund gives you many opportunities to develop yourself and gain valuable skills and experience outside the lecture halls. The Studentlund membership makes you a member of a nation and the Academic Society as well as the student unions. The membership gives you access to all the things that make Lund a great city to study in.

THE "THREE PILLARS" OF STUDENTLUND

Student nations

The nations’ main task is the social activities outside of your studies. The majority of the nation’s activities consist of restaurants, pubs and nightclubs. Besides that you can also find sports activities, newspapers, choirs, scholarships and housing. To get access to a specific nation’s housing you must be a member of that particular nation.

The Academic Society

The Academic Society (Akademiska Föreningen - "AF") is a non-profit organisation for students with the goal to gather and extend cultural activities at Lund University. By offering events in the AF building, AF enables associations and individuals to conduct small and large events that enrich Lund’s student life. The AF building is the students’ building that among other things provides study places in Café Athen. At night, the AF-building is the center for many of the activities that the AF’s committees and associations organise. AF also provides housing through the foundation AF Bostäder that rents nearly 6,000 homes exclusively to students, making AF Bostäder Lund’s largest student housing company.
The Student Unions
The student unions work primarily with educational affairs, and the goal is to maintain high quality in all courses at Lund University. In addition to monitoring the education, the student unions also organise social activities and help out with business contacts, job fairs and lectures. They also arrange welcome activities for new students.

HOW DO I BECOME A MEMBER?
New members
You register in two steps:
Step 1. Register with Studentlund
After you have been admitted to the University you can register as a member of Studentlund on the website, www.studentlund.se/medlem.

Step 2. Choose and register at a nation
When you are done with step 1 you will be able to choose which nation you want to be a member of. You register in a nation by visiting the nation’s building during the registration period. It’s your own choice which nation you want to become a member of. You will find all the information about the nations later in this guide!

When you have completed these steps your Studentlund Card will be posted to the address you entered when registering in step 1. Make sure that your account on the Studentlund website is updated with your Swedish postal address.

Current members
If you are already a member of Studentlund, renew your membership by paying the invoice sent by mail to you. You can also pay by credit card on Studentlund. se: www.studentlund.se/studentlund/ mittmedlemskap. If you have questions regarding your bill, please contact primarily your nation. If you have a new address you can change it on Studentlund.se, or you can also contact your student union or nation.

Exceptions
Students at Lund University whose education is provided at a place other than Lund, distance education students or students going on exchange semester at Lund University have the opportunity to subscribe for a membership in the student union only, or a nation and AF only.

Some organisations are not part of Studentlund. In the following pages, all organisations with the Studentlund logo are part of Studentlund! To join some of the other organisations, please contact that organisation separately.

The Student nations
The student nations are essentially large social clubs which represent the heart of the students’ extracurricular life in Lund. There are thirteen student nations in Lund. Membership in a nation provides students with the chance to really get to know Swedish student culture. The nations are NOT excluding clubs nor are they like fraternities/sororities. To participate in the nations’ activities you’ll need to be a member of Studentlund.

The nations were originally created so that students who arrived to Lund from different parts of Sweden could socialise with other students from their native regions and catch up on any news from back home. That’s why the nations’ are named after different cities or areas in Sweden. Just like today, extracurricular activities were conducted such as parties, clubs and cultural events to enable the students to develop their social lives while receiving their formal education at the University. Today, almost 350 years after the first nation was founded, much has changed but the nations’ original purpose remains: to provide students with a good and congenial atmosphere while living and studying in Lund.

Students are responsible for the management of the nations. Only students work within the nations and most of them do so on a voluntary basis. Being active in a nation will give you the opportunity to participate in a wide range of activities and a chance to get to know Swedes and the Swedish culture. As a student you are encouraged to visit the different nations, feel the atmosphere and join the one where you feel the most comfortable. Good to know is that even though you join one nation your student card will give you access to activities at all the other nations.

WHAT DO THE NATIONS OFFER?
The nations offers a very wide range of activities and services, including lunches, pubs, housing opportunities, sports, night clubs, nation magazines, choirs, formal balls, traditional festivities among many other things.

In general terms, the different nations offer similar activities – but with a different twist. The activities are usually based around a nation “house” (the nation’s headquarters), where some of the members live and the nation’s office is located. Below the student nations present themselves.

Blekingska Nationen
Address: Måsvägen 11
Tel: 046-211 30 82
E-mail: expen@blekingska.se
Webpage: www.blekingska.se
Facebook: www.facebook.com/blekingska

“Since the mid 90s, Blekingska Nationen has been known for its fantastic music scene. We’ve had many famous bands on our stage, including (but not limited to): The Hives, The Sounds, The Cardigans and The Ark. Music is still a large part of our DNA with lots of live music and themed clubs. Our most popular club is Indigo which features indie music and live acts. Another popular club is “Blekingska goes...” where we focus on a genre each time. So far we’ve gone balkan, punk and hip-hop, but who knows what’s coming next?

We’re one of the smaller nations in Lund which makes it’s easy to get involved and to get to know the other members. We have an extensive selection of beers and we organise pubs, beer tastings, quizzes, beer cafés and
lots of fun! With one of the largest number of rooms and apartments to rent in relation to the number of members, it’s easy to find a place to live. At Blekingska everyone is welcome!”

Göteborgs Nation
Address: Östra Vallgatan 47
Tel: 046-12 50 00
E-mail: info@goteborgsnation.com
Webpage: www.goteborgsnation.com
Facebook: www.facebook.com/goteborgsnation

“Göteborgs Nation is known for being enthusiastic and having fun with all our events. We may be small, but we do things in a big way! We have a large selection of activities and enriching events and the nation is proud to have the highest situated pub in Lund – Kajutan. Nation members are warmly invited to get involved in some of our committees. The event and party planning committee has many subdivisions that are responsible for pub nights, nightclubs, dinners, etc. Other committees work on our blog, spex, sporting activities and culture, too!

Besides our usual activities, the nation arranges yearly events such as the Gustavus Adolphus Ball, which is Scandinavia’s largest student ball. We also have a Christmas Party, a 1 May celebration, a Crayfish Party and a variety of theme parties throughout the semesters. We also arrange noviceparties in the beginning of each semester where you get to meet new friends and students. Please feel welcome to help prepare these festivities, or simply attend them!”

Hallands Nation
Address: Thomanders Väg 3
Tel: 046-15 91 91
E-mail: expen@hallandsnation.se
Webpage: www.hallandsnation.se
Facebook: www.facebook.com/Hallandsnation

“Our unique mix is what makes us special. Hallands Nation is a melting pot consisting of people studying law, science, business and much more. There is always something going on and it is very easy to get involved in one of our many projects. Here you will find Studentlund’s most delightful pub atmosphere, namely our library where we can offer the largest selection of beer and whiskey.

We serve lunch every Monday, arrange pub nights on Wednesdays and Fridays along with our very popular Friday nightclub “Klubb Capra” with different themed nights (open from 22.00-02.00). During the Wednesday pub nights you will be able to enjoy a thrilling quiz conducted by our quizmaster, do not miss it! On Sundays you will be able to enjoy our tasty Brunch Kärleken! Other activities you can participate in are: writing for our magazine, play a variety of sports such as floorball, volleyball and football, singing in our choir and a lot more.”

Kalmar Nation
Address: Biskopsgatan 12
Tel: 046-14 36 70
E-mail: q@kalmarnation.nu
Webpage: www.kalmarnation.nu
Facebook: www.facebook.com/kalmarnationlund

“Kalmar Nation is known as Lund’s pub nation. Here you are never alone and you get to know a lot of people and quickly become a “Kalmarite”. There is always a lot going on at Kalmar Nation including our pub which is open twice a week. We have the very popular pub “Ölkällaren” on Tuesdays, the only nation pub open on that day, and the Friday pub “Kaggen”, where we, during the summer, have after-work events in our inner courtyard and throughout the year serve the city’s greatest home-made burgers. Both pubs have a large variety of beer, whiskey and both sweet and dry cider.

On Thursdays we serve the hungry student a well-priced gourmet lunch. We have a highly

Helsingkrona Nation
Address: Tornavägen 3C
Tel: 046-14 60 64
E-mail: expen@helsingkrona.se
Webpage: www.helsingkrona.se
Facebook: www.facebook.com/helsingkrona

“Helsingkrona Nation is characterised by the wide selection of committees and activities with an open and welcoming atmosphere with great opportunities to share and work with your own ideas! Our heart, warmth and homely feeling has spread across Lund and we have members who study everything from medicine to law as well as language, under our motto “The Nation for Everyone”.

Helsingkrona aims to promote good relationships between students during their time at the University by offering a variety of activities such as; pub nights, nightclubs, lunches, balls, various sports as well as cultural events. To ensure the well-being and comfort of our students, Helsingkrona has built a new house called “Tornet”. With this addition, Helsingkrona can now provide housing for 354 members in our dorm rooms and apartments.”
active sports group, which for example plays soccer and goes jogging. Other than that we also organise game nights and cafés. We also have a popular choir, spex, and loads of other cultural activities. During the year we arrange big Novisch parties, Christmas parties, workers parties and much more. Experience Lund through Kalmar nation!

Kristianstads Nation
Address: Tornavägen 7
Tel: 046-14 80 18
E-mail: expen@knation.se
Webpage: www.krnation.se
Facebook: www.facebook.com/kristianstadsnation

“Kristianstads Nation is the summer nation of Lund! Kristianstads Nation is where the sun always shines. We host open-air night clubs with a DJ and the cosiest outdoor area for pub nights, right next to our very own volleyball court. You need a pool to have pool parties and we are the only nation in Lund that hosts pool parties all year round, thanks to our heated outdoor pool!

Be sure to come to our game nights, our volleyball tournaments and much more. Our formal ball, Snaphanefesten, is over 90 years old and therefore one of the oldest balls in Studentlund. Also, don’t forget to attend our famous Spåx (theatre group) that puts on a show every semester!

Every week we organise a bakery, lunch, pub, brunch, sitting (dinner party) and nightclub. If you want to continue partying after the pool parties, we have a nightclub every Friday! Kristianstads Nation also offers a wide range of activities and sports. Come play football with our football team or come learn how to dance Lindy Hop! As you can tell, Kristianstads Nation is the best place to hang out when you need a break from studying!”

Lunds Nation
Address: Agardhsgatan 1
Tel: 0735-14 60 60
E-mail: info@lundsnation.se
Webpage: www.lundsnation.se
Facebook: www.facebook.com/lundsnation

“Lunds Nation is the largest nation in Lund with about 3700 members. Our building is located in the city centre on Agardhsgatan and houses 275 apartments. Lunds Nation serves lunch on weekdays at noon. The weekends feature a brunch at noon on both Saturday and Sunday. Besides our culinary committee, Lunds Nation has two nightclubs, both of which are open from 22:00 to 02:00: “Penthouse” on Thursdays and Saturdays. Dinner parties (“sittingar”) are held at 19:00 on the same evenings as the nightclubs. Reservations for the dinners must be made by telephone or e-mail. Apart from these weekly features, Lunds Nation holds four major social events each semester.

The autumn and spring semesters both begin with a Newcomer’s Reception to welcome our new members. The autumn festivities continue with our rendition of the Bavarian October Fest, a traditional Skåne goose dinner. The year comes to a festive end with our extremely popular Christmas Party. Our largest affair, the banquet and ball known as Finn, is held during the spring semester.”

Malmö Nation
Address: Östra Vallgatan 51
Tel: 046-12 78 02
E-mail: notarie@malmonation.com
Webpage: www.malmonation.com
Facebook: www.facebook.com/malmonation

“Malmö Nation is a non-profit organisation at Lund University, dating back to 1674, and was formally founded in 1890. Malmö Nation has 37 different committees and more than 500 active members annually and serves as an antithesis or as a complement outside to the hectic everyday life as a student. Malmö Nation is based in the central area of old Lund right by the Botanical Gardens where it has four properties housing over 350 students, a pub/restaurant and a night club. With its approximately 2500 members, Malmö is one of the largest nations in Lund and the largest in turns of operations.

Malmö Nation has committees which organise activities every day, including its annual dinner party (sitting) with 450+ guests which makes it one of the largest of its kind in Scandinavia, hunting, annual events and concerts with thousands of guests and world-famous artists, as well as food – anything from everyday lunches to fine dining tasting menus. All of these things, as well as 33 other committees, are run by our 90 elected representatives and 420 volunteers.

The top management for the organisation is called “Quratel” which consists of five elected officials, who are employed full time. The board of Malmö Nation is called “seniorskolelegiet” and handles all strategic, long-term and substantial financial matters.”

Smålands Nation
Address: Kastanjegatan 7
Tel: 046 12 06 80
E-mail: smalands@smalands.org
Webpage: www.smalands.org
Facebook: www.facebook.com/Smalands/

“Smålands Nation is the alternative nation – the nation that prefers innovative and diverse culture to traditionalism and student’s farce. We work from a platform characterised by
socialism, critical thinking, feminism and environmental consciousness, which pervades practically all of our activities.

Apart from our political commitment, Smålands is also known for its friendly and open atmosphere which has charmed many students. Our Wednesday pubs, such as the famous Red Note Jazz Club, are perfect for enjoying a tasty and affordable vegan meal, and our Saturday night dance clubs are some of the most frequented in Lund.

We host ping pong tournaments on most Fridays, and political lectures and film screenings on Thursdays. The friendly atmosphere and the many weekly activities make Smålands a great place for meeting new people and making good friends.”

Sydkånska Nation
Address: Tornavägen 5
Tel: 046-12 26 90
E-mail: expen@sydkanska.se
Webpage: www.sydkanska.se
Facebook: www.facebook.com/sydskanska

“Sydkånska Nationen the nation where music matters. This is something that we try to show in all our everyday activities as well as through our clubs. We believe that there is music for everyone, and that there is more to clubbing and partying than the generic party music which is played on the radio. Therefore we offer several different club concepts to suit the needs of everyone. Visit us to discover Svartklubben, the most established hip-hop club in Lund, dance all night at our extraordinary pop club Heartland, feel the cool vibes of Electrified and the rhythm of Foxen, our soul and funk club.

We also offer a wide range of other activities, such as our movie café Kafé Matiné, our Thursday pub and our café Afternoon Teasdag café. Whether you and your friends are looking for a good bite to eat, a relaxing place to talk about the adventures of the past week or a warm place to have a cool beer or two – you can find it at Sydkånska Nationen. If music matters to you as much as it does to us, you should definitely stop by!”

Västgöta Nation
Address: Tornavägen 17-19
Tel: 046-14 59 04
E-mail: nationen@vgnation.se
Webpage: www.vgnation.se
Facebook: www.facebook.com/vgnation

“Västgöta Nation offers you a friendly and welcoming environment. It is easy to get involved, meet new friends, work in one of our bars or cook food. Every Wednesday you can visit our night club METRO, averaging 500 happy, socialising and dancing guests. Our members get off the admission fee. Before the club starts you can experience a “sittning”, a three course dinner that is definitely something out of the ordinary.

Every Thursday we serve a great soup lunch and five times a semester we arrange Tapas evenings. Fridays offer you a great à la carte restaurant with a delicate selection of beverage. We also run our pub Pr. Pong every Friday where you can play ping pong, foosball and Mario Kart while having a home-baked pizza and a cold beer.

Saturdays we have our Breakfast at Tiffany’s and on Sundays we offer you an American breakfast with pancakes, bacon, scrambled eggs and much more.

Västgöta Nation loves sports, particularly football and floor ball. We also arrange activities like canoeing, going to see musicals in Malmö and hiking around the countryside of Skåne.

Together with our neighbours, Hallands Nation, every year we arrange Lund’s greatest outdoor music festival called Kvalborg. The number one must-do while in Lund. Welcome home!”

Wermlands Nation
Address: Stora Tvärgatan 13
Tel: 046-211 44 20
E-mail: exp@wermlandsnation.se
Webpage: www.wermlandsnation.se
Facebook: www.facebook.com/Wermlands
Instagram: wermlandsnation

“Wermlands Nation is the warm, creative and eco-friendly nation. Our weekly activities include pub nights, “sittnings” and a brunch. We also arrange nightclubs a couple of times per semester – often with a special theme. You can work at these events and have a lot of fun together with the rest of the work group. Working is a great way to meet loads of new people and get good experiences for later life.

Wermlands Nation values culture and creativity. This you can see through our active online magazine Samojeden, our photo committee, the Gudrun choir and our other events. If you have ideas you are always free to join our committees! One of the most active committees is of course our environmental committee. The group has meetings every other week and plans events focusing on how to be environmental friendly and sustainable without missing out on all the fun things in life. The group has organised recycle/reuse pubs, spa-nights, festivals and many more events.”
Östgöta Nation
Address: Adelgatan 4, Lund
Tel: 070-775 98 71
E-mail: expen@ostgota.nu
Webpage: www.ostgota.nu
Facebook: www.facebook.com/Ostgota

“Östgöta Nation - legacy and togetherness!
Östgöta Nation (ÖG) is the oldest nation in Lund and offers a wide variety of activities; from sports to cooking and nightclubs, ÖG has something for everyone. Located 50 meters from Lundagård and AF-borgen, ÖG is close to everything in Lund and becomes a natural meeting point for students every day.

During weekdays, the nation offers lunches, dinners and pubs. On weekends and every other Thursday, the otherwise cozy dining hall turns into two of the most popular nightclubs in town, Downtown - which plays mainstream hip hop and Sunset, which offers contemporary house music.

Östgöta Nation has something to offer everyone, swing by any day of the week and immerse yourself in the best nation in Lund”

The Student unions

Via the student unions at Lund University, students are represented in decision- and policy-making boards that concern university education at every level within the University. In addition, the unions also arrange social activities, welcome activities for new students and career fairs. There are several student unions at Lund University, and the one you belong to depends on your study subject. As a student you can easily get involved in the unions’ work.

In this part of the guide you will find presentations of all student unions and information about how they contribute to the student life in Lund.

LUS
LUS is Lund’s student union organisation that represents student interests to the University. Via LUS, the student unions work with issues concerning their education, student influence in municipal issues, student rights, career opportunities and more.

LUS has about 150 elected student representatives who are continuously involved in various negotiations with the University. The two full-time representatives meet with the vice-chancellor at least once a week, and are members of the University’s steering committee, responsible for general operating policy and procedures.

LUNDAGÅRD
LUS also publishes Lundagård, the monthly student magazine, whose purpose is to examine issues relevant to the University and student life. This is the oldest student magazine in Sweden, and its contents include investigative and expository news stories, as well as cultural articles and editorials.

All students are welcome to express their views through this medium. The magazine has three remunerated editors, but all other work is generally performed by volunteers. If you’re interested in working with Lundagård, send them an email with samples of your writing.

Address Sandgatan 2, Lund
Tel: 046-14 40 20
Webpage: www.lundagard.se
Email: lundagard@lundagard.se

LUS is Lund’s student union organisation that represents student interests to the University. Via LUS, the student unions work with issues concerning their education, student influence in municipal issues, student rights, career opportunities and more.

LUS has about 150 elected student representatives who are continuously involved in various negotiations with the University. The two full-time representatives meet with the vice-chancellor at least once a week, and are members of the University’s steering committee, responsible for general operating policy and procedures.

The student union at the Faculty of Engineering, Teknologikåren vid LTH - TLTH
Address: John Ericssons Väg 3A, Lund
Email: expen@tlth.se
Webpage: www.tlth.se

“The student union at the Faculty of Engineering (LTH) is the largest union in Lund by membership. The union monitors the quality of all engineering courses and programmes, but also engages in extensive corporate networking and various social activities. The union is famous for its annual introductory program, called “Nollning”, which works to ensure that all new students are well received and introduced to life at LTH. The union also arranges ARKAD, a major career fair where members have ample opportunity to meet possible future employers from a wide range of fields. The union employs twelve full-time...
The Law student’s Union
Juridiska Föreningen - JF
Address: Winstrupsgatan 8, Lund
E-mail: jf@jf.se
Webpage: www.jf.se

“The law student union welcomes all international law students to Lund. We are based just around the corner from the Faculty of Law and you are always welcome to visit us during lunch hours for lunch or at any other time for a free coffee.

The law student union (referred to as “JF”) arranges several social activities. After School is a great opportunity to finish the week with a great dinner and cold drinks together with your fellow law students. JF organises balls and parties with more than 500 guests, sports activities, ski trips, spex, golf tournaments and so much more.”

The Science Student Union,
Lunds Naturvetarkår - LUNA
Address: Sölvegatan 27, Lund
E-mail: luna@luna.lu.se
Webpage: www.lundsnaturvetarkar.se
Facebook: www.facebook.com/lundsnaturvetarkar

“The science student union, LUNA, is the union for all science students in Lund! Through us, you get the chance to influence your education and have fun at the same time. Visit our career fair ATLAS in the spring semester and do not miss our inspirational lectures and annual tandem bike trips!

We arrange balls, help you when you are in trouble with your studies and arrange a great novisch period with hundreds of new students each year where you get to meet your new fellow students! We are located in the Astronomy Building and you are always welcome if you have any questions or just want to have some coffee and a nice chat!”

Corpus Medicum - Student Union at the Faculty of Medicine,
SSGI, MF and VÅVS
Address: Sölvegatan 19, Lund
Email: mf@mfskane.se
Tel: 046-222 06 80
Webpage: mfskane.se
Facebook: www.facebook.com/medicinskaforeningen

“Corpus Medicum is the student union at the Lund University Faculty of Medicine. Corpus Medicum consists of three sections: Medicinska Föreningen (MF; medicine, public health, biomedicine, speech pathology and audiology), Vårdvetenskapliga Studentföreningen (VÅVS; nursing and occupational therapy) and Sydsvenska Sjukgymnastinstitutet (SSGI; physiotherapy). The sections work independently, but we also collaborate on specific issues and we all strive towards a common quest: to make your time in Lund the best possible time ever!

In addition to our engagement in improving your educational quality we provide lots of social events such as pubs, lunches, sporting activities, brunches and large parties.”

The Student Union of Social Sciences Students,
Samhällsvetarkåren vid Lunds universitet
Address: Paradisgatan 5:S, Lund
Email: info@samvetet.lu.se
Webpage: www.samvetet.org
Facebook: www.facebook.com/Samhallsvetarkaren

“The social sciences student union represents all students at the Faculty of Social Sciences. Our main task is to improve the quality of education for all students at the faculty. To do this, we need your opinions, experiences and engagement to help us in improving education quality.”
We arrange different career networking activities to support you after graduation. The student union also has social activities organised by our members, such as inspirational lectures, languages cafes and our own bar. So if you want to get involved and or improve your Lund University experience you are welcome to contact us!

The Economics and Business Student Union,
LundaEkonomernas Studentkår
Address: Tunavägen 37, Lund
E-mail: info@lundaekonomerna.se
Webpage: www.lundaekonomerna.se
Facebook: www.facebook.com/lundaekonomerna

“LundaEkonomerna is the student union of the Lund School of Economics and Management (LUSEM). We focus on enhancing the quality of your education by monitoring the courses and programmes and representing the student’s. We can’t stress enough how important it is for you to come directly to us if you are unsatisfied with your education.

To create a social context for you we provide activities such as sports, dinners, our magazine, a yearly Winter Ball and a lot more.

Furthermore, we establish a platform to bring you closer to the business world. We provide the largest career fair in the Nordic region for business, economics and IT students, interesting lectures and corporate evenings to mention a few of our activities. We also provide opportunities for you to put your skills and education into practice, e.g. through case training and competitions.”

Malmö Faculty of Fine and Performing Arts Student Union,
Studentkären vid konstnärliga fakulteten i Malmö
Address, music: Ystadsvägen 25, Malmö
Webpage, music: www.skfm.se

“The student union of the Faculty of Fine and Performing Arts in Malmö is the student union for students who study music, theatre and art at the Lund University academies situated in Malmö.

The student union consists of three parts: music, art and theatre. We focus on ensuring the high quality and standards of our education, and work actively together with representatives from outside the University. The union also arranges social activities to help make your time as a student as fun and interesting as possible.”

Lund University’s Doctoral Student Union,
Lunds Doktorandkår
Address: AF-borgen, 3rd floor, Sandgatan 2, Lund
Email: ldk@ldk.lu.se
Webpage: www.ldk.lu.se

“Research students from all faculties except the Faculty of Engineering (LTH) are part of Lund’s doctoral student union. Union members are welcome to contact or become involved in the council which deals with practical issues pertaining to research studies.

The union also has a DOMB (Doctoral OM-Budsman) working full-time to give doctoral students professional advice on their rights and responsibilities.”

The Academic Society

The Academic Society (AF) and the big AF-building in the middle of Lundagård is one of the most famous landmarks in Lund. In Swedish, this bastion of student life is known as “AF-borgen” (the AF-castle) – a name to remember. This building is the centre of operations for the Academic Society and other student organisations, mainly within culture and media. You are always welcome there to study, take a coffee break in Café Athens or to ask any questions concerning student life in Lund.

Address: Sandgatan 2, Lund
Tel: 046-38 49 00
Webpage: www.af.lu.se
Facebook: www.facebook.com/akademiskaforeningen/

MEMBERSHIP
If you have registered with Studentlund, then you automatically become a member of the Academic Society. Membership benefits include:

- participation in the activities within the Academic Society
- being able to queue for student housing within AF Bostäder
- permission to apply for various scholarships and grants each semester
- discount in Café Athens
- free or reduced admission fees to various events at the Academic Society.

THE ACADEMIC SOCIETY COMMITTEES
The Academic Society has 11 committees, 22 recognised student associations and 5 cooperative associations.
You can either simply take part of the broad variety of activities these committees have to offer, or become active yourself.

**Studentinfo**
Studentinfo is an information desk where you can get all the information you need as a student in Lund. In Studentinfo you can also buy tickets for different student events and purchase LU merchandise. You find them by the entrance of the AF building.

**Klädkammaren**
At Klädkammaren, “the Wardrobe”, you can rent masquerade costumes for student friendly prices and get help with different sewing projects. Klädkammaren is located in the basement in the AF building.

**The Archive and Student Museum**
The Archive and Student Museum has been a vital part of the Academic Society for the past hundred years. In the archive, located in the basement in the AF building, you can find interesting information about student history in Lund.

**Boelspexarna and Lundaspexarna**
The AF spex (theatre) organisations put on one production each semester when they perform a spex - a musical-like mix of spoken text and songs, a good amount of satire and parody. You cannot leave Lund without having seen a spex!

**Studentafton**
Studentafton arranges lecture evenings and has, since its inception, featured well-known politicians, authors, musicians, royalties, Nobel Prize laureates, scientists and other persons of interest to the student body.

**Ordkonst**
Are you interested in writing? Ordkonst is a literature committee with its own literary magazine.

**Konstsamlingen**
Konstsamlingen (the Art Collection) works to preserve and display the many pieces of art that are owned by the Academic Society. The collection consists of more than 400 European artworks, mostly oil paintings but also sculptures and statues.

**RadioAF**
Scandinavia’s largest student radio station provides a wide variety of cultural content: everything from music shows to humour and radio theatre. Listen to the programmes or get involved and help them produce radio shows.

**Lunds Studentteater**
The Lund’s Student Theatre performs both classics and self-written plays. The student theatre is the organisation for those of you who are interested in participating in a theatre production.

**Marskalkeriet**
Marskalkeriet represents the Academic Society at formal events such as inaugurations of new professors.

**Studentgården in Skanör**
Studentgården is a unique building from 1885, which belongs to the Academic Society. You can rent parts or all of it during the semester, for relaxation, planning, studying or just socialising.

On the Academic Society’s website you can find more information on how to be a part of AF!

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**Studentlund A-Z**

**ANMODAN**
An invite to a formal party, such as a ball or dinner party. Receiving an “anmodan” means that you are invited to buy a ticket to the ball.

**BAL**
The Swedish word for ball. A formal party, usually at AF borgen. At the balls you are served a fine three-course dinner, there is a full entertainment, ballroom dancing and ceremonial elements. The student unions, the nations and the Academic Society arrange balls.

**EXP**
Every nation and some students’ unions have offices, called “expeditioner” (“exp”). The offices are located in the nations’ or student unions’ buildings and are open every weekday.

**FÖRMAN/TJÄNSTEMAN**
A student who is responsible for a specific activity (such as a club, a lunch, sporting activity etc) at a nation.

**INSPEKTOR**
Swedish word for inspector. Every nation has an inspector who is an academic teacher (often a professor) that has the highest supervision of the nation.

**OURATEL**
Other names for the nation board. It consists of a few people who work full- or parttime at the nation. The Qurator is the name of the head that holds the ultimate responsibility for the nation.

**LUNDAGÅRD**
May refer to two different things: a student magazine and a park in the middle of Lund (in which the AF building is situated)

**NOVISCH**
New students who have not previously studied at Lund University.

**PRESIDIUM**
The Presidium consists of the president and vice president of an association, meeting, or other organised group of people. Each of them can be called “Presidial”. The student unions and the Academic Society are led by a Presidium.

**SEXA**
A spex is a musical farce loosely based on historical and/or mythological events.

**SISTE APRIL**
Siste April, or Valborg, takes place on 30 April and is one of the biggest student events of the year. A traditional Siste April in Lund begins with breakfast in Stadsparken, a visit to at least one student nation and a barbecue.

**SITTNING**
A three-course dinner for students in different contexts, well-planned or spontaneous, often including a lot of songs. Most of the nations’ offers a sittning before the club starts. Book a sittning by contacting the nations.
Banking in Sweden

BEING A CUSTOMER OF A BANK
According to the Swedish Money Laundering Act, a bank must be able to identify its customers. The law also places high demands on the bank to have good knowledge of its customers and their bank affairs.

The bank must understand the purpose of the business relationships and the customer’s various transactions. Therefore you will need to provide certain information and answer questions when visiting a Swedish bank in order to access its services.

OPENING A BANK ACCOUNT

Students staying for one or two semesters
If you are studying only for a short time in Sweden (one semester or one academic year), it is strongly recommended that you use your bank account and bank card from your home country, even if your transactions will result in currency exchange fees. You will be able to withdraw cash from any ATM and make purchases. During your stay in Sweden, you can pay your bills for a fee, and continue to use your foreign online banking system as long as you have an internet connection.

Students who wish to open a Swedish bank account
If you are staying for an extended period of time in Sweden (two years or longer) and you wish to open a Swedish bank account, you need to bring certain documents to the bank. You also need to present a Swedish personal identity number and your Swedish ID card (see chapter 9).

As a general rule, you need the following documents (further information may be requested by the bank depending on the bank’s internal rules):

- A valid passport
- A residence permit in Sweden (if applicable)
- A document issued by the Swedish Tax Agency stating your Swedish personal identity number
- A Swedish ID card
- A Letter of Acceptance/admission decision from the University with information concerning the duration of studies
- Your home address in Sweden

Please note that other rules may apply for EU citizens. Please check with a local bank office in Lund.

GENERAL OPENING HOURS
In Sweden, banks are generally open Monday to Friday from 10.00 to 15.00 (10am-3pm). Some banks have extended opening hours on Thursdays. Forex Bank on Bangatan 8 in Lund has extended office hours and is open until 19.00 Monday-Friday. Forex is also open on Saturdays.

CASH
Do not bring foreign cash to the bank. The Money Laundering Act requires the bank to ask questions about large cash transactions. If a customer does not present identification or provide a satisfactory explanation as to why they want the bank to perform a certain service, the bank is not permitted to perform the requested service under the risk of criminal penalties and sanctions.

CREDIT CARDS
In general, the banks do not provide international customers with credit/debit cards for online payments. Most foreign credit cards are accepted in Sweden. If you have a credit card from home you can use it in Sweden.

CHEQUES
Swedish banks do not accept travellers or bank cheques. When opening a Swedish bank account you will get an IBAN number and SWIFT number, which enables you or your family to easily transfer money from your home account to your Swedish account.

SWEDISH BANKER’S ASSOCIATION
The Swedish Bankers’ Association represents banks and financial institutions established in Sweden. The Swedish Bankers’ Association, in cooperation with its member banks, has produced the information above concerning opening a bank account as an international student in Sweden.

Website: www.swedishbankers.se/en-us/the-swedish-bankers-association-in-english/becoming-a-bank-customer/

BANKS IN LUND
There are several different banks available in Lund but there is no specific bank connected to Lund University.

Danske Bank
Address: Grönegatan 48
Tel: 046-288 99 50
Website: www.danskebank.se

Forex
Bangatan 8, Tel: 010-211 1658
Botulfsgatan 2, Tel: 010-211 1659
Website: www.forex.se

Swedbank
Järnvägs gatan 5
Tel: 042-18 80 00
Website: www.swedbank.se

BANKS IN HELSINGBORG
Forex
Järnvägs gatan 13, Tel: 010-211 1667
Knutpunkten level 1, Tel: 010-211 1668
Website: www.forex.se

Handelsbanken
Nelly Krooks Gata 10, Tel: 042 287 900
Stortorget 7, Tel: 042 19 42 40
Gasverksgatan 9, Tel: 046 37 24 40
Website: www.handelsbanken.se

Nordea
Kullagatan 26
Tel: 0771-22 44 88
Website: www.nordea.se

SEB
Stortorget 2, Tel: 042-448 02 60
Website: www.seb.se

Swedbank
Järnvägs gatan 5
Tel: 042-18 80 00
Website: www.swedbank.se
CHAPTER 6: FINANCIAL MATTERS

NEW BANKNOTES AND COINS
In 2015, Riksbanken, the Swedish National Bank, started to introduce new banknotes. The new 20-, 50-, 100-, 200-, 500 and 1000-crown banknotes have been introduced.

Also new 1-, 2- and 5 krona coins have been introduced.

This means that the old banknotes and coins in these denominations are invalid.

For more information: www.riksbank.se/en/Notes--coins/

BANKS IN Malmö

Forex
Malmö Central station, Tel: 010-211 1664
Gustav Adolfs Torg, Tel: 010-211 1660
Website: www.forex.se

Handelsbanken (in the city centre)
Lundavägen 78, Tel: 040-38 15 80
Södergatan 10, Tel: 040-36 37 00
Website: www.handelsbanken.se

Nordea (in the city centre)
Carlsgatan 6-8 and Marielundsvägen 34
Tel: 0771-22 44 88
Website: www.nordea.se

SEB (in the city centre)
Östergatan 39
Tel: 040-66 76 834
Triangeln, Södra Förstadsgatan 44,
Tel: 040-66 76 700
Website: www.seb.se

Swedbank (in the city centre)
Gustav Adolfs Torg, Stadt Hamburgsgatan 2
Tel: 040-24 20 00
Södra Förstadsgatan 99b Tel: 040-32 64 60
Website: www.swedbank.se

Tuition fee payments during your studies

INVOICES FOR YOUR NEXT TUITION FEE INSTALMENT
For students who pay tuition fees (generally all non-EU/EEA degree students), you pay your first installment of the tuition fee for the first semester of studies is to be paid before you arrive at Lund University. Thereafter, an invoice is generated and sent to you via the Student Portal in advance of each following semester of studies.

The payment deadlines are:
- Autumn semester studies (September-January): invoices are generated and sent to you through the Student Portal in May. For following autumn semester studies (i.e. for your 3rd or 5th semester that takes place in autumn), invoices are generated and sent to you via the Student Portal in May and payment is due by 1 August.
- Spring semester studies (January-June): invoices are generated and sent to you through the Student Portal in November. Payment is due by 15 December.

The instructions and accepted methods of payment are explained in the Student Portal.

Questions can be directed to: tuitionfees@eken.lu.se.

Please note that after your payment has been made it can take a few days until it is noted in LADOK and you are able to register in the Student Portal for the courses/the semester you are about to start.

PAYMENT FOR EXTRA COURSES
Degree programmes are made up of several courses, each worth a certain number of ECTS credits. A degree programme usually includes 30 ECTS credits per semester, or a total of 60 ECTS credits per year. Note that some degree programmes have a structure where you complete slightly more than 30 ECTS credits in one semester and slightly less than 30 ECTS credits in the following semester. However, the overall total number of credits for the full degree programme will be either 60 ECTS for a 1-year programme, 120 ECTS credits for a 2-year programme and 180 ECTS credits for a 3-year programme.

If you are a non-EU/EEA degree programme student and you would like to take more ECTS credits than what is required for your degree programme (e.g. an additional elective course or a separate free-standing single subject course at Lund University), you will generally need to pay a tuition fee for these extra ECTS credits (the extra course/courses).

Extra ECTS credits (the courses) will appear in your LADOK records at Lund University, which is checked each semester. If you have exceeded the number of credits required for your degree programme within a semester of studies (i.e. by more than 3 ECTS credits), an invoice will be generated and sent to you for payment via the Student Portal.
Students with a Lund University Global Scholarship or a Swedish Institute scholarship
For students who have been awarded the Lund University Global Scholarship or a Swedish Institute scholarship, the scholarship can only be applied to the degree programme for which it was awarded. Therefore, if you wish to take additional ECTS credits (i.e., another course outside of the ECTS requirements of the programme to which you are enrolled), then you will be invoiced for those extra ECTS credits.

Students with Erasmus Mundus Action 2 scholarships
For students who have been awarded an Erasmus Mundus Action 2 scholarship, this can only be applied to the programme or courses for which it was awarded. If you wish to take any additional ECTS credits you will have to pay tuition fees for those credits.

MORE INFORMATION
More information about tuition fee payments can be found on: www.lunduniversity.lu.se/tuition-during-studies

Part-time jobs
Finding a part-time job in Sweden can be quite difficult. Many students are looking for part-time jobs in Lund and Malmö, hence the demand for part-time jobs exceeds the supply. Most employers also require Swedish language skills. With this in mind, it is not recommended that you try to finance your stay in Sweden by working. Make sure you can cover your living costs using other resources.

If you are looking for a job in Sweden, we recommend to start your search at the Swedish Public Employment Service (Arbetsförmedlingen). Arbetsförmedlingen can be reached online and you can also call the customer service or visit the local Arbetsförmedlingen office.

More information and contact details to Arbetsförmedlingen:
Website: www.arbetsformedlingen.se/Globalmeny/Other-languages/Languages/English-engelska.html
Tel: 0771-416 416

Swedish job sites in English:
Jobs in Stockholm (and the rest of Sweden) www.jobsinstockholm.com

The Local job site: www.thelocal.se/jobs/
iAgora: www.iagora.com/work/en/jobs/sweden


Internships:
www.traineefind.se
www.traineeguiden.se
www.studyninseurope.se/study-information/internships/
www.traineeprogrammes.com/en/companies
www.careerjet.se/swedish-trainee-jobs.html

Other useful links:
Part-time jobs and internships are sometimes published on the Lund University Employment database MyCareer
Website: www.mycareer.lu.se

EURES, the European Job Mobility Portal, provides a job database in English for jobs in Sweden and Europe at large.
Website: www.ec.europa.eu/eures/main.jsp

There are also always the old fashioned way of finding a job; by visiting cafés, restaurants, stores etc., and hand out your CV, contact companies you are interested in and ask for their student relations officer, ask your department if they are in need of a student assistant and put up notes in the local grocery store notice boards for jobs like baby sitting, dog walking, tutoring etc.
International Desk

All international students at Lund University are welcome to visit or contact the International Desk. Throughout the semester you are welcome to contact the International Desk with all sorts of non-academic issues. All questions are welcome; everything from how to find your department to where you can buy a bike.

The International Desk can help you with certificates of registration and transcripts of records, maps, brochures and other practical matters that you need help with during your studies at Lund University.

The Newsletter

Two times per month the International Desk Newsletter is sent by email to all international degree programme and exchange students at Lund University. The newsletter is filled with useful information about Swedish culture, news and events in Lund and Skåne. If you have not received the newsletter, but would like to, you are welcome to start your subscription by visiting the International Desk website (please see the right-hand column).

The events

The International Desk team organises a number of excursions and guided tours during the semester that you are welcome to join. Every week the International Desk opens its basement lounge for Game Nights and the Swedish Lounge.

Information about the events is always included in the newsletter and published on the International Desk Facebook page (please see contact details).

CONTACT THE INTERNATIONAL DESK

Visiting address Stora Algatan 4, ground floor
Tel: 046-222 01 00
E-mail: studentreception@lu.se
Website: www.lunduniversity.lu.se/international-desk
Facebook: www.facebook.com/internationaldesk

The Student Portal and student account

Lund University offers a number of e-services and resources to facilitate your work as a student. Your student account is your personal account at Lund University and through it you have access to, for example, e-resources at the University, your personal page in the Student Portal, the University’s wireless network, your LU email account with 25GB space and address book to other students at LU.

All international students receive their student account details before the start of the semester.

ACTIVATION AND CHANGE OF PASSWORD

As a student at Lund University you need to activate your student account before you can access it. The activation process differs depending on whether you are a degree programme student (or freemover course student) or a formal exchange student. If you are a degree programme student (or freemover course student) you can activate your student account and change your password by visiting the password website (see below) and logging in to your account on University Admissions.

If you are an exchange student and have received a one-time passcode, you can use the passcode to activate your account and create a new password. If you have not received a one-time passcode, or it has become invalid, you can get a new passcode from any student reception or from the International Desk at Lund University. Remember to bring your ID or passport. Please remember that the one-time passcode is only valid for a very limited time.

Password website: passport.lu.se

THE STUDENT PORTAL

The Student Portal (Studentportalen) is your personal portal at Lund University where you can:

• access your student email
• download computer software to your computer
• download and print official transcripts and certificates of registration
• register for courses
• inform the University of a change of address
• find email addresses to other students
• put money on your printing account
• see the University calendar
• find useful web links, for example, to Bopoolen and Skånetrafiken

Student Portal website: student.lu.se

EMAIL ACCOUNT

All students at Lund University have a Google Apps email account. Your Google Apps account gives you:

• an email account
• a calendar
• Google Drive (an online "office system" through which you can share documents with fellow students)
• Google Talk (through which you can chat with your friends)
• the possibility to create your own website

All communication from your lecturers and your department at Lund University will be sent to your student email account. Therefore it is very important that you check your student email account frequently or forward it to the email address you use regularly.

Student email login: webmail.student.lu.se or login through the Student Portal.
As a student you can download a number of licensed programmes through the Student Portal: Eduroam, EndNote, Reference Manager, SPSS, Staroffice, VPN, Windows and Microsoft programmes including Microsoft Office 365. Your faculty may also provide other programmes for download.

CONTACT THE SERVICEDesk
Website: support.lu.se
For support guides and contact information to the Servicedesk.
Tel: 046-222 90 00
E-mail: servicedesk@lu.se

Please note, the Servicedesk does not handle one-time passcodes. If you need a new passcode, please contact a student reception or the International Desk at Lund University.

LIVE@LUND
Live@Lund is an online study portal used by several programmes and courses at Lund University. Live@Lund offers the possibility to communicate, discuss and announce various changes and information related to your course and can be accessed using your student account login details. You will receive more information from your department at Lund University if you should use Live@Lund during your studies.

More information and contact details to the support:
Website: liveatlund.lu.se
Email: servicedesk@lu.se

Internet access on campus

Lund University offers a wireless networks available on campus: Eduroam. Log in using your student account details. If you are experiencing any problems with your student login, please contact the Servicedesk.

EDUROAM
Eduroam is an encrypted network and a collaboration between a number of universities around the world. If you have an active Eduroam account from another university, you can use it to login into Eduroam at Lund University. Students from Lund University can connect to other Eduroam networks around the world. Eduroam is also available at the municipal libraries in Lund as well as at CRC in Malmö.

Before you can connect to Eduroam you need to configure your computer settings to Eduroam.

More information:
How to setup Eduroam on your computer: Visit support.lu.se and select “Support Guides”.
About Eduroam: www.eduroam.org

VPN - VIRTUAL PRIVATE NETWORK
VPN (Virtual Private Network) is a technology that allows you to be logged on the University’s computer network regardless of where you are in the world. You can then get access to services within the Lund network even when using another operator. VPN gives you an IP address that belongs to Lund University. This means that your computer is perceived by the Lund University network as if you are sitting directly connected to the network, which is a requirement for some services.

More information and the VPN software can be found at support.lu.se. Select “Support Guides”.

MOBILE BROADBAND
If you cannot get an internet connection in your student accommodation, you can look up the possibility of buying a mobile broadband. A mobile broadband dongle with a refill service (you can surf for a limited period of time for a certain amount of money) can be bought in most electronic stores in Sweden. Common service providers are Tele2, Comviq, Telia, 3 and Telenor. For information about electronic and computer stores in Lund, please go to chapter 9.

LU access card (LU-kortet)

All students at Lund University should get a LU access card, “LU-kortet”. The LU access card works as an identity card within Lund University and gives you access to the facilities you need during your studies. Please note, it does not function as a general identity card or student card outside the University.

You can get the card at several different card stations on campus.

Find opening hours and locations to card station: lukortet.lu.se/en/
Remember to bring your photo ID!
Career services

FACULTY CAREER SERVICES
Students have access to dedicated career services provided by their relevant faculty. Please visit www.lunduniversity.lu.se/career for links to the different careers service centres.

CENTRAL CAREERS SERVICE
The University’s central Careers Service offers a range of career seminars in English.

More information and contact details:
Website: www.lunduniversity.lu.se/current-students/careers-service
Email: career@er.lu.se

Study guidance

The general Study Guidance Service offers guidance and information when making educational and professional choices. They can help you clarify your interests and abilities before and during your studies. The Study Guidance Service welcomes both current and prospective Lund University students.

Study guidance and study information are also offered through the different Lund University departments, where you can receive more specific subject-related guidance concerning the programmes and courses that are available in that particular department.

More information and contact details:
Website: www.lunduniversity.lu.se/study-guidance
Email: studyguidance@stu.lu.se
(for questions or to book an appointment with a general study advisor)

Students with disabilities

If you have a disability and would like to study at Lund University, the Disability Support Services can provide you with learning support during your studies. In order to receive support, you must have a certificate stating that your disability is permanent.

SUPPORT
At Lund University we offer the following forms of support:
• Note-taking
• Special arrangements for exams
• Audio books
• Study skills tuition
• A student tutor

HOUSING, PERSONAL ASSISTANCE, TRANSPORT
Unfortunately, Disability Support Services cannot help you find adapted accommodation for people with disabilities. If you have special accommodation requirements, please contact AF Bostäder, who provide a small number of adapted residences for students with disabilities in Lund.

The University is unable to provide personal assistance during lectures and in your spare time. To receive personal assistance, you must have a Swedish personal identity number. For more information, please contact the City of Lund and ask about ”LSS” (Act Concerning Support and Service for Persons with Certain Functional Impairments). A Swedish personal identity number is also a requirement in order for you to gain access to transportation services to and from lectures and in your spare time. For more information, please contact the City of Lund and ask about community transport (”färdjänst”).

EXCHANGE STUDENTS
If you come to Lund University on an exchange programme, your coordinator at your home university must contact the coordinators at Disability Support Services well before your arrival.

INTERNATIONAL STUDENTS (NON-EXCHANGE)
If you are a degree programme student or course student, Disability Support Services do not need to have any contact with your previous university. You should contact them yourself to let them know that you are going to study at Lund University. The coordinators at Disability Support Services ask that you contact them well before you begin your studies and send in your certificate stating the type of disability so that they can schedule a meeting at the start of the semester.

MORE INFORMATION AND CONTACT DETAILS
The first step in making arrangements for students with disabilities admitted to Lund University is to send in a copy of your certificate of disability, in English and signed by a doctor.

Website: www.lunduniversity.lu.se/disabilities
CHAPTER 7: STUDENT SERVICES

Copying services

There are many places at Lund University where you can print, copy and scan documents.

To get access to the copying services you first need to create a PayEx account with the copying payment service (please see ‘Useful links’ below). If you do not have a Swedish personal identity number, you will receive a request from the system, asking you for a copy of your ID/passport and proof that you are admitted to Lund University. When you have submitted this information, money can be transferred to the PayEx account. After the money has been transferred, you can submit an autopay agreement, in which you agree to that money will be transferred automatically from your PayEx account when you print and make copies.

There are several printing systems at the University and your PayEx account has to be connected to the different copying stations in order to access the printing systems. Please see ‘Useful links’ below for information on how to connect your account to the printing systems at your faculty and library.

Useful links

Create a PayEx account:
www.wallit.payex.com

Instructions about autopay agreements:
www.ub.lu.se/en/services/copying-scanning-printing

Instructions on how to connect your PayEx account to the printers at your faculty and library:
www.lunduniversity.lu.se/current-students/it-services-support/pay-to-print-and-copy

VentureLab

VentureLab is Lund University’s platform for students who want to start, or are thinking about starting, a business. VentureLab’s aim is to inspire students at Lund University to get interested in entrepreneurship and bring their ideas to fruition.

VentureLab focuses mainly on:
• arranging activities to inspire and educate the students in the field of entrepreneurship, as well as business start-ups and development.
• offering business coaches to students to help them develop their ideas. VentureLab encourages and supports all ideas, whether they are commercial, in a project phase, or a part of your education; they even welcome students who don’t have any ideas but might just want to get connected with the innovation sector in Lund or help another company start up.
• running a business incubator, which supplies newly started businesses with office space and support for one year.

All services that VentureLab provides are free to take part in. VentureLab is open for all students at Lund University, regardless of what you are studying and what your idea’s all about – it could be a product or a service, newly invented or old – in any case you are most welcome to contact Venture Lab. If you have a business idea, or if you are curious about finding out more about how to start your own company, please contact Venture Lab.

Contact details

Website: www.venturelab.lu.se
Facebook: www.facebook.com/venturelablund
Email: ide@venturelab.lu.se
Visiting address: Ideon Agora, Scheelevägen 15 (entrance from Ole Römers väg)

The Alumni Network

The Lund University Alumni Network is a free professional and social network consisting of former students, researchers and staff from Lund University. The network organises a variety of activities every semester for alumni and students who are at the end of their studies.

All students who have completed 30 credits at Lund University are welcome to join the network. You do not have to have graduated from Lund University to become a member of the network. Graduate students, exchange students, Study Abroad students and non-degree course students are equally welcome to join this international network.

For more information, please visit: www.lunduniversity.lu.se/alumni
Travelling by train, bus and car

SKÅNETRAFIKEN
Skånetrafiken is responsible for public transport in Skåne, including city buses, regional buses and trains. If you plan to travel in the region it is primarily Skånetrafiken you will travel with.

More information about Skånetrafiken:
Website: www.skanetrafiken.se
Customer service: 0771 – 77 77 77

Tickets
At Skånetrafiken’s red ticket machines, placed at train stations around Skåne and Copenhagen airport you can buy a ticket with a Jojo travel card or a debit/credit card. With Skånetrafiken’s app you can buy single fare tickets for trains and buses to destinations in Skåne, to bordering counties or to Denmark. Get the app from the App Store or Google Play.

No tickets sold on buses or trains
Please note that cash is not accepted as payment on board buses or trains. When travelling by train in Skåne or Denmark you have to buy your ticket before you board the train. Failure to produce a valid ticket/travel card on demand will render a penalty fee.

The Jojo card
A Jojo Card is a prepaid card and the easiest method if you are travelling by bus or train, especially if you commute. There are two main types of Jojo cards: the Jojo Discount card and the Jojo Period card. The Jojo Discount card is the cheapest and easiest option for the occasional traveller. The card offers a 10% discount on all travel in Skåne, as well as to Denmark and on Oresund trains in the counties of Blekinge, Halland and Kronoberg.

The Jojo Period card is for commuters in Sweden. It is a travel card that lasts for a period of 30 days from the day you activate the card.

Student discount
The Jojo Student card is a discounted card offered to students which gives you a 30% discount on a Jojo Period card (not the Jojo Discount card).

You can buy the card at any Skånetrafiken customer service centre. The Jojo Student card is not a personal card, but when using it during your travels, you must be able to show proof that you are entitled to the discount. Valid proof could be a student card, or Mecenat card, with the Skånetrafiken logo or marked ‘SL’ (a plastic card, a card in an app, or Mecenat’s certificate via text are accepted) together with a valid ID.

Please note that there is no student discounts associated with the Jojo Discount card.

To buy and top up your Jojo card
Jojo cards can be purchased at Skånetrafiken office located at the train stations. The Jojo Discount card (topped up with SEK 200) can also be purchased at the various Skånetrafiken service centres around Lund:
- Pressbyrån
- 7-Eleven
- Coop
- Statoil (on address Magistratsvägen)

The easiest way to top up your Jojo Discount card and/or Jojo Period card is at the ticket machines at the train stations. You can also top up your card at any Skånetrafiken service centre and select ticket agents.

For more information about the service centres in Lund and Skåne, please visit: www.skanetrafiken.se

City buses
All city buses in Lund, Malmö and Helsingborg are green and have routes covering most of the cities. Fares and routes can be found on the Skånetrafiken website if you click on “Sök resa” (search travel).

Please remember that it is not possible to use cash to buy tickets on city buses. Instead you can use the Jojo card, a prepaid paper ticket, a ticket through the app or a debit/credit card. You can buy a prepaid ticket at any Skånetrafiken office, and choose when you want to travel.

Regional buses
Regional buses in Skåne are yellow and travel mostly between the cities, towns and villages in Skåne.

Remember that it is not possible to use cash to buy tickets on regional buses. On the yellow regional buses you can use a Jojo card, debit/credit card, a prepaid paper ticket or a ticket through the app. Tickets can be purchased at any Skånetrafiken office.

When travelling with a regional bus, tell the driver your destination in order to pay the correct fare. Then, if you are using a Jojo card, hold your card in front of the card reader and the correct amount will be withdrawn from your card. If you are travelling further by train or by ferry please ask the driver for a receipt.

BY NATIONAL RAILWAY SERVICES
The Swedish rail network is operated by a few major train operators; SJ, Tågkompaniet, Veolia Transport and Inlandsbanan. The Swedish high-speed trains travels at up to 200 km/hour (125 mph) on all major routes.

More information about SJ (Statens järnvägar): www.sj.se
DRIVING
In Sweden, like in most other European countries, cars are driven on the right-hand side of the road. You have to be at least 18 years old and hold a driver’s license to drive a car. You must have the license with you whenever you drive. Before you place yourself behind the wheel in Sweden, please make sure you have informed yourself of the Swedish traffic rules and regulations.

Here are some of the basic regulations:
• The law requires you to wear a seatbelt when travelling, even when sitting in the back seat.
• Headlights must be used 24 hours a day.
• Speed limits range from 110 km/h (65mph) on main highways, 70 km/h (43mph) on smaller roads, and 50 km/h (31mph) or 30 km/h (18mph) in towns and cities.
• Sweden has a strict alcohol limit and alcohol should be avoided completely when driving.

In certain cases, driver's licenses from other countries are valid in Sweden. You can find necessary information on www.korkortsportalen.se/en/road. The regulations regarding driver's licenses differ depending on wheather you have an EU or nin-EU license.

You can use a non-EU driver’s license for a maximum of one year in Sweden. If your driver’s license does not have a photograph, it is only valid together with a valid picture ID. If your license is not designed in accordance with the UN Convention on Road Traffic, and if it is not in English, German or French, it is only valid together with a certified translation into English, German, French, Swedish, Danish or Norwegian. A driver’s license from a non-EEA country cannot be exchanged for a Swedish drivers license.

Gasoline
• Most gas stations are self-service, open 7 days a week, and some are open 24 hours.
• An average litre of gas (95 octane) costs about SEK 15.
• Major credit cards are usually accepted. At self-service stations you pay through automated machines which accept credit cards and SEK 20, 50, 100 or 500 notes.

Rent a car
Avis Biluthyrning Lund
www.avis.se
Tel. 010-494 82 40
Hertz Biluthyrning
www.hertz.com
Tel. 046-30 60 12
Folkes Biluthyrning AB
www.folkesbiluthyrning.se
Tel. 046-35 41 40
Rent-A-Wreck
www.rent-a-wreck.se
Tel. 046-801 81
Budget Biluthyrning
www.budget.se
Tel. 010-494 82 40

TAXI
Taxi Skåne
Tel: 046-330 330
Taxi Lund
Tel: 046-12 12 12

Biking
HOW TO GET A BIKE
Although the public transport services are good, a bicycle is by far the quickest and easiest way to get around in Lund. If you want to purchase a second-hand bicycle in Lund, try:

Lundaböcker
Address Kiliansgatan 11
Tel: 046-240 70 38

Harriy Cykel/bikes
Address Banvaktsgatan 2A
Tel: 046-211 69 46

There are many places to buy a new bike in Lund. For a more complete list, visit gulasidorna.eniro.se and search for ‘cykel’ in ‘Lund.’

Bike rentals - “Lundahoj”
With Lundahoj, you are can use shared city bikes available at different stations across Lund. The first 30 minutes are free. A 1-year subscription costs SEK 75. For more information including the locations of the bike stations go to: lundahoj.se

Please note, the demand for second-hand bikes in Lund is very high and the stores mentioned above usually only have second-hand bikes available in the beginning of a new semester.

The City of Lund arranges a bike auction with used bikes a few times every semester.
Things to consider when buying a used bike

When buying a used bike, you should check it carefully. It can be tempting to buy a used bike since it is usually cheaper than a new one. However, it can save you a lot of money to check the status of the bike before you buy it:

- Is the chain rusty or black with oil? That can be a sign that it needs to be replaced.
- Used bikes are often in need of new tires etc.
- Do the brakes work properly?
- Do the lights on the bike function?
- Look at the bike's general condition. Be aware of rusty bikes!
- Test the bike; the brakes, acceleration, gears.
- The best test you can do is to bike uphill. If it feels ok, then it is a good bike.

Keep in mind that bicycles are in great demand, so be sure to get a good lock for it!

One of the first things you should also consider when planning to buy a used bike is the risk of it being stolen property. Bike theft is one of the most common crimes in Lund and according to Swedish law, a discovered stolen bike will always be returned to its rightful owner, even if you have bought it in good faith. A person who has bought stolen property does not have the right to any compensation. Therefore, there are a few important things to consider before buying a used bike:

Is it stolen?
- Consider the price; if the deal sounds too good, it probably is. Be very careful if the price of the bike is very low in relation to its value.
- Be careful if the seller has many used bikes on sale at the same time.
- Ask where the bike is bought and ask to see receipts from previous owners.
- Ask for a receipt with the seller’s name and ask to see an id.
- Make a note of the frame number on the bike or the SEC number. You can then contact the police in order to find out if the bike has been reported stolen.

Traffic regulations

Because of the large number of bicycle riders, the police put in a lot of effort to check that everyone follows the traffic regulations and you may be fined if you disobey the rules of the road.

- In Sweden, all traffic drives on the RIGHT! This includes bikes.
- Bicycle crossing - indicated with white stripes in the road. You must still yield to traffic. When you come to a road from a cycle path, you also must give way.
- Pedestrian crossing - Although it is not forbidden for cyclist to use a pedestrian crossing, if doing so you are obliged to get off the bike and walk it across. Cyclists, who choose to cross at a crosswalk on their bike, must give way or yield to pedestrians and to vehicles.
- Pedestrian walking area - When riding on a pedestrian street, bike at a walking pace and give way to pedestrians.
- To turn left - Indicate with your arm whenever you wish to turn left/right in good time let others on the road know where you are going.
- Biking on a bike path - If there is a bike path, you will normally use it. The rules on the bike path are the same as on the road: you ride on the right side and pass on the left.
- According to Swedish law, a bike must have reflectors on both wheels and a proper front and rear light for cycling after dark.
- Give way/yield (see sign) means being prepared to slow down or stop. You may proceed only if it can be done without danger or obstruction to traffic.
- Stop (see sign) means coming to a full STOP and applies to all vehicles, including bikes.

Useful links about biking in Lund

Take some time to learn the different traffic signs and regulations before you take your first bike ride.

The most common Swedish road signs are presented on en.wikipedia.org/wiki/Road_signs_in_Sweden

Bicycle map of the Lund city centre and surrounding areas: www.visitlund.se/en/travel/bicycle
Swedish holidays

SWEDISH TRADITIONS
During your time in Sweden you will encounter many Swedish traditions and festivities. Many of the festivities and holidays are connected to the changing seasons. If you are curious about the mythical Midsummer’s Eve in June, Lucia in December or the crayfish party in August.

You can find a lot of useful information on official site of Sweden: www.sweden.se/traditions/

PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Season</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Autumn 2017</strong></td>
<td></td>
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<tr>
<td>All Saints’ Day</td>
<td>4 November</td>
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<tr>
<td>Christmas Eve</td>
<td>24 December</td>
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<tr>
<td>Christmas Day</td>
<td>25 December</td>
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<tr>
<td>Boxing Day</td>
<td>26 December</td>
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<tr>
<td>New Year’s Eve</td>
<td>31 December</td>
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<td><strong>Spring 2018</strong></td>
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<tr>
<td>New Year’s Day</td>
<td>1 January</td>
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<tr>
<td>Twelfth Night</td>
<td>5 January</td>
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<tr>
<td>Epiphany Day</td>
<td>6 January</td>
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<tr>
<td>Good Friday</td>
<td>29 March</td>
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<tr>
<td>Easter Sunday</td>
<td>1 April</td>
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<tr>
<td>Easter Monday</td>
<td>2 April</td>
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<tr>
<td>May Day</td>
<td>1 May</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>10 May</td>
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<tr>
<td>Sweden’s National Day</td>
<td>6 June</td>
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<tr>
<td>Midsummer’s Eve</td>
<td>22 June</td>
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<tr>
<td>Midsummer’s Day</td>
<td>23 June</td>
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</tbody>
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Register with the Tax Agency

PERSONAL IDENTITY NUMBER
International students who will study in Sweden for more than 12 months can apply for registration in the Swedish population register and obtain a 10-digit Swedish personal identity number, a “personnummer”. The issuing authority is the Swedish Tax Agency, Skatteverket.

If you are eligible to register in the Swedish population register you can visit the local Tax Agency office in Lund, Helsingborg or Lund.

Make sure you bring the following documents when visiting the Tax Agency:

- a valid passport
- a residence permit and residence permit card if you are a citizen of a country outside the EU/EEA
- the admission decision from the University showing the time period of your studies. EU/EEA students must provide a matriculation letter or proof of registration as a student at Lund University.
- as an EU-citizen, bring your European Health Insurance Card (EHIC). You need to show that you have comprehensive health insurance valid for a year in Sweden.
- as an EU-citizen, you need to provide a signed assurance form that you have sufficient funds to support you for the duration of your studies.

To apply you must:

- be registered in Sweden with a Swedish personal identity number
- carefully read the information provided on the Tax Agency’s website: www.skatteverket.se. Click on “Other languages”, “In English”, “Apply for Identity card”.
- Pay the application fee in advance and bring the receipt of your payment
- Visit the Tax Agency (Malmö office)
- Bring documents that prove your identity

Documents to prove your identity

Citizens of EU/EEA countries
- valid ID is an EU passport issued on or after 1 September 2006

Non-EU citizens
- valid passport and proof of residence permit

In your application, remember to state that these are the documents that you want to use as proof.

It normally takes two weeks before the card is ready. The Tax Agency will notify you by regular mail when the card is ready. You must...
Visas and residence permits

The Swedish Migration Agency, Migrationsverket, is the authority which receives applications from people wishing to visit or settle in Sweden. The Migration Agency handles matters concerning visa, extension of residence permits etc.

RESIDENCE PERMIT CARD AND BIOMETRICAL DATA

The residence permit card is proof that you have the right to be in Sweden. It contains a photo and your fingerprints.

If you do not need a visa to enter into Sweden, you should visit the Migration Agency as soon as possible after your arrival to be fingerprinted and photographed to complete your application for a residence permit card.

You can apply for an extension of your residence permit online on the Migration Agency website. The waiting time is approx. 5 months when you apply for a residence permit extension.

More information and contact details to the Swedish Migration Agency:
Website: www.migrationsverket.se
Service tel: 0771-235 235
Visiting address, Malmö (permit unit): Agnesfridsvägen 111

More information about ID cards
Website: www.skatteverket.se
Click on “Other languages”, “in English”, “Individuals & employees” and “ID card”.

Contact the Tax Office:
Website: www.skatteverket.se
Service tel: 0771-567 567

Learn Swedish - ”Tala svenska!”

PRACTICING YOUR SWEDISH LANGUAGE SKILLS IN EVERYDAY LIFE

Here are some quick tips for you to learn the language while taking part in everyday life in Lund:

- Listen to and read Swedish every day! Read the Swedish newspapers, watch Swedish television, listen to the Swedish radio stations and eavesdrop on the conversations in Swedish around you. If you keep listening and reading you will get used to the language. One hour of listening or reading is more effective than many hours of class time.

- When going shopping, translate your shopping list into Swedish before you leave the house, otherwise you might end up with “gräddfil” (sour cream) in your coffee instead of milk! Bring your dictionary with you at all times, to the laundry room, food store, student nation etc and look up words and phrases from various signs, books and posters.

- Throw away your inhibitions! Take a good hard look at your fear and toss it away. It will only prevent you from mastering of the Swedish language. If you meet someone who speaks Swedish, be brave and speak. Don’t worry about making mistakes – just try to communicate.

SWEDISH LANGUAGE COURSES

Students with a Swedish personal identity number: SFI

SFI, Svenska för invandrare, is a national free Swedish language course offered to immigrants who have received a Swedish personal identity number. The course is offered by the municipality in which the student is registered. As soon as a student has received his/her Swedish personal identity number, it is possible to sign up for state-funded courses, commonly referred to as SFI. Contact your municipality for information on courses in your area.

More information about SFI in Lund, Malmö and Helsingborg:
Website, Lund: www.lund.se/komvux
Website, Malmö: malmo.se/Ny-i-Sverige/SFI--Svenska-for-invandrare.html (in Swedish)
Website, Helsingborg: www.helsingborg.se/startsidablogg/svenskutbildning/utbildningar/utbildningar/sfi-svenskundervisning-for-invandrare/

Folkuniversitetet
Folkuniversitetet is a non-profit adult education association offering a wide range of courses throughout Sweden, including Swedish courses for all ability levels.

More information about courses and fees: http://www.folkuniversitetet.se/In-English/Swedish-courses/
Swedish courses for exchange students
Formal exchange students at Lund University are offered a short introductory course in Swedish during the Orientation programme. As an added value to the student exchange programme and to generate an interest in the language and culture of the host country as well as to facilitate communication, Lund University also offers Swedish language courses to exchange students during the semester. More information about these courses is provided from the exchange student coordinators.

Swedish courses for students on a one-year degree programme
All international students admitted to a one-year degree programme are offered the opportunity to apply for an introductory course in Swedish during the Orientation programme.

LANGUAGE CAFÉS AT LUND UNIVERSITY

The Swedish Lounge
The International Desk’s Swedish Lounge is offered once a week every semester. At the Swedish Lounge international students have the opportunity to practice their Swedish language skills together with Swedish speakers. More information is provided in the International Desk newsletter and on the International Desk Facebook page.

Café Multilingua
Café Multilingua is a language café offered by the student union at the Faculties of Humanities and Theology, HTS. Every week a big group of students gather at salon House at the Centre for Languages and Literature (SOL) to practice many different languages. The café is open to all students who would like to practice their language skills or help other students improve their skills.

Shopping A-Z

BOOKSTORES (BOKHANDEL)

Akademibokhandeln is the biggest bookstore in Lund and the store at Stortorget has a wide selection of text books.

You can both buy and sell used textbooks in Campusbokhandeln on Winstrups gatan 9 in Lund.

There are also several online bookstores available:
- Campusbokhandeln, www.campusbokhandeln.se
- Adlibris, www.adlibris.se
- Bokus, www.bokus.se
- Amazon (UK), www.amazon.co.uk
- CDON, www.cdon.se

Please note that you usually need to pay with a credit card, or by invoice (which requires a Swedish personal identity number) when buying books online.

ELECTRONIC STORES AND COMPUTER STORES, LUND

Lund city centre:
GH Data
Banksgatan 4
Website: www.ghdata.se

Kjell & Company
Stora Södergatan 58
Website: www.kjell.com/butiker/lund-city

Nova shopping centre:
Elgiganten www.elgiganten.se
Siba www.siba.se
Media Markt www.mediamarkt.se

FURNITURE AND BED LINEN

In the Lund city centre:
Hemtex, Mårtenstorget 11
Åhléns, Stora Södergatan 6

Nova shopping centre:
JYSK, Företagsvägen 36 (outside the shopping centre) JYSK can also be found at Emporia (in Emporia).

IKEA
In Malmö, take local bus 7 or 33 or take the train and get off at "Sväbertorp".
In Helsingborg, IKEA is located by Våla shopping centre (see below).

OPENING HOURS
Stores are usually open between 10:00 and 18:00, Monday-Friday, 10:00 and 14:00 on Saturdays, and most stores are closed on Sundays. The shopping malls, often located in the outskirts of the bigger cities, have more generous opening hours; usually open until 20:00 on weekdays and are also open on Sundays. Major grocery stores are usually open between 8:00 and 21:00 most days of the week.

PHONE SERVICES
There are several companies on the market that provide mobile phone services. A refill phone card is provided in the welcome package given to all new international students. You can refill your phone card or get a new one at a convenience stores such as 7-Eleven and Pressbyrán. New mobile phones can be purchased at one of the many phone retailers like Telia, Telenor, The Phone House, Elgiganten, Siba or Media Markt.
CHAPTER 9: LIVING IN SWEDEN

Mobile phone service companies in central Lund

Telia
Address, Lund: Knut den Stores Torg 1B, Lund

The Phone House
Address, Lund: Mårtenstorget 10, Lund

Telenor
Address: Västra Mårtensgatan 2, Lund

POST OFFICE

The post offices, Posten, in Sweden have been replaced by stores which provide postal services. They are located all around the cities, and in many larger grocery stores. Posten has some fixed-rate shipping boxes and envelopes, and you can also buy stamps there.

More information can be found on www.posten.se/en/

SYSTEMBOLAGET

Alcohol is only sold in special shops called Systembolaget usually open Monday-Friday 10.00 to 18.00 and Saturday until 15.00. Some stores are open until 19.00. Please note that you must be at least 20 years old to buy alcoholic beverages. Be prepared to show your ID.

SECOND-HAND SHOPPING

Flea market and second-hand shops are quite common in Lund. Every Saturday morning during the spring you can find a flea market on Södra Esplanaden in Lund.

Emmaus
Address: Stora Södergatan 35
Opening hours: Mon-Fri 11-18, Sat 11-15

Erikshällen
Address city store: Stora Södergatan 25
Opening hours: Tues-Thurs 11-18, Fri 11-16
Sat 11-16

Address store 2: Öresundsvägen 16
Tues and Thurs 12-18, Sat 11-16

Amnesty
Address: Bredgatan 8
Opening hours: Tues-Fri 16-18, Sat 11-15

Uggleboden
Address: Råbygatan 17
Opening hours: Mon-Fri 10-18, Sat 10-14

Humana Second Hand
Address: Kyrkogatan 58
Opening hours: Mon-Fri 10-18, Sat 11-16,
Sun 12-16

Röda Korset Kupan
Address: Tullgatan 14
Opening hours: Mon-Thurs 11-17

IM Tian
Address: Speolegate 10A
Opening hours: Tue-Thurs 14-18, Sat 10-15

SHOPPING CENTERS

Nova, Lund
Nova is a shopping centre in the outskirts of Lund. The mall includes more than 70 shops. In the area, you can also find several electronic stores, home accessory stores etc.

How to get there: You can reach Nova by bike or by local bus 5 or regional buses 126 and 137. The bus stops close to Nova are “Företagsvägen” and “Fjellerondellen”.

Väla, Helsingborg
Väla is a big fashion shopping centre with 200 stores and is next door to IKEA. How to get there: You reach Väla by local Helsingborg city bus 22 or regional buses 230, 506 and 520 from the main train station in Helsingborg, called Knutpunkten. Väla is the end station of the bus lines.

Emporia, Malmö
Emporia is one of the newest shopping centres in the region. The shopping centre is easily reached by train to Hyllie station.

TIPPING

Tipping special services provided by hotel or restaurant staff is fine, but it is not expected and is simply a matter of personal taste.

At restaurants, a service charge is included in the bill, but a small gratuity is expected for evening meals. Taxi drivers should be given a few extra crowns, if you are happy with the service. Porters and cloakroom attendants often charge fixed fees. You do not have to tip your hairdresser.

SUPERMARKETS

Supermarkets are open all week, generally from 8.00 to 22.00.

There is usually a supermarket located close to each of the student accommodation areas in Lund. Examples of the most common supermarkets in Sweden are ICA, Coop, Willys, Lidl and Netto.

SHOPPING FOOD IN SWEDEN

Finding your way in a new country with different food products can be a bit of a challenge. On the next page we have compiled a list of useful information and a glossary that you can use during your first visits to a Swedish supermarket.

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Going to the supermarket

Here is some useful information when you visit a Swedish supermarket:

- The coin with the lowest value used in Sweden is called “krona” (kr/SEK). Prices can be stated using lesser values, eg.
“14,90 kr”, but prices are always rounded up to the nearest 1 krona.

- Plastic and paper bags are found by the checkout counter and cost extra.
- Unless you use a supermarket’s self scan service, the fruit and vegetables are weighed by the cashier.
- The sales tax for food (moms) and groceries is 25%. The cost of sales tax is always included in the price on the price tag.
- “Extrapris” means sale.
- “Bäst före” means expiration date.

**Swedish food products**
- “Blodpudding” - black pudding (made from pigs’ blood)
- “Falukorv” - a type of pork sausage
- “Isterband” - a smoked pork sausage
- “Tubost” - cheese in a tube, comes in many different flavours
- “Leverpastej” - liver pâté. A less fancy Swedish version from the French delicacy, from pork.
- “Kaviar” - caviar in a tube. A less fancy Swedish version of regular caviar.

**A small food glossary**
- Almond - Mandel
- Apple - Äpple
- Banana - Banan
- Beef - Nötkött
- Butter - Smör
- Carrot - Morot
- Cheese - Ost
- Chicken - Kyckling
- Cod - Torsk
- Egg - Ägg
- Flour - Mjöl
- Garlic - Väskör
- Ginger - Ingefära
- Gluten free - Glutenfri
- Graham/Wholemeal flour - Grahamsmjöl
- Herring - Torsk
- Lactose free - Laktosfri
- Lemon - Citron
- Milk - Mjölk (do not confuse with “Filmjölk” which is non-sweetened type of yogurt)
- Minced beef - Köttfär
- Minced pork and beef - Blandfär
- Mushroom - Svamp
- Oats - Havregryn
- Onion - Lök
- Orange - Apelsin
- Peanuts - Jordnötter
- Pepper - Peppar
- Pork - Fläskkötter
- Potato - Potatis
- Rye - Råg
- Salmon - Lax
- Salt - Salt
- Sausage - Körv (usually contains pork)
- Shrimp - Räkor
- Sour cream - Créme fraiche or Gräddfil, different fat contents
- Sugar - Socker
- Turkey - Kalkon
- Wheat/white flour - Vetemjöl
- Whole grain - Fullkorn
- Yogurt - Yoghurt

**Gyms and fitness centres**

**GERDAHALLEN**
Gerdahallen is run as a Lund University foundation and is one of the biggest fitness and training centres in Sweden. Its main purpose is to offer students and university staff an opportunity to exercise at substantially subsidised prices. Gerdahallen offers approx. 200 classes every week including aerobics, pilates, boxing, spinning and zumba and has also a large gym.

Website: [www.gerdahallen.lu.se](http://www.gerdahallen.lu.se)
Address: Helgonavägen 8, Lund

**VICTORIASTADION**
At Victoristadion you can use the gym for a very student-friendly fee. Located in the same facilities are ATL tennis, squash and badminton courts as well as indoor handball, football and basketball courts.

Website: [www.gerdahallen.lu.se](http://www.gerdahallen.lu.se)
Address: Helgonavägen 8, Lund

**OTHER GYMS AND FITNESS CENTRES IN LUND:**

**FRISKIS & SVETTIS**
Website: [lund.friskissvettis.se](http://lund.friskissvettis.se)
Address: Gustavshemsvägen 1

**FITNESS24SEVEN**
Website: [www.fitness24seven.com](http://www.fitness24seven.com)
Address: Kattesund 1, Fabriksgatan 22, Linero Torg 16 and Bangatan 10

**ACTIC**
Website: [www.actic.se](http://www.actic.se)
Address: Högenvägsallé 1 (Högenvall), Tunavägen 39 (Högevall), Tunavägen 39 (Sparta), Tre Högars väg 7 (Linero) and Magistratsvägen 59 (Delphi)
CHAPTER 10: WELL-BEING

Sport teams and swimming pools

Many of the student nations offer different kinds of sport teams, such as soccer and volleyball. Please visit the nations’ websites, which can be found through www.studentlund.se.

Below is a selection of sport clubs. The email address stated for each club is for the respective club administrator. The clubs are generally organised on a volunteer basis and are not connected to Lund University.

**BASKETBALL**
EOS Lund
Lund Basketball Association
Website: www6.idrottonline.se/EosLundBF-Basket
Email: info@eoslund.se

**FOOTBALL/SOCCER**
Lunds BOIS
Website: www6.idrottonline.se/LundsBOIS-Fotboll/
Email: fotboll@lundsbois.se

Lunds BK
Website: www6.idrottonline.se/LundsBK-Fotboll/
Email: kansli@lundsbk.se

**HANDBALL**
Lugi Handboll
Website: www.lugihandboll.se/
Email: info@lugihandboll.se

**ROWING**
Lund student rowing club
Website: www.facebook.com/LundsUniversitetetsRoddklubb
Email: luroddklubb@gmail.com

**RUGBY**
Lugi Lions Rugby club
Website: lugirugby.com/
Email: kontakt@lugirugby.com

**TENNIS AND BADMINTON**
ATL (tennis, squash and badminton courts),
Website: atllund.se
Location: Victoriastadion on Lovisastigen 2-4
Email: reception@atllund.se

Gerdahallen
Website: www.gerdahallen.lu.se/tennis.aspx
Location: Helgonavägen 8

**HOGEVALLSBADET**
Indoor public swimming pool, open all year round. Located by Delfi and Kämnärsrätten student accommodation areas.
Website: www.actic.se
Address: Magistratsvägen 59

**DELPHINENBADET**
Indoor public swimming pool, open all year round. Located by Delfi and Kämnärsrätten student accommodation areas.
Website: www.actic.se
Address: Magistratsvägen 59

**OPEN-AIR SWIMMING – KÄLLBYBADET**
Only open in summer.
Website: www.lund.se/bad (click on “Friluftsbad”, information in Swedish)
Address: Badarevägen

Faith and spirituality

**THE MULTIFAITH CHAPLAINCY**
Students of all faiths are welcome to the Multifaith Chaplaincy in Lund. The Multifaith Chaplains serve all students and employees of the University. Three ministers of the Church of Sweden, one pastor and one deacon of the Mission Covenant Church work together. Their office can be found on the 4th floor in the AF building.

You are welcome to visit the Multifaith Chaplaincy irrespective of your faith or religion. The chaplains provide personal and spiritual counseling and support. All visits are free of charge and confidential. The Multifaith Chaplaincy can also help you to come in contact with a local church or religious body, outside the Church of Sweden.

More information and contact details to the Multifaith Chaplaincy:
Website: lundsdomkyrka.se/multifaith-chaplaincy/
Contact person: Jan Kjellström
Visiting address: 4th floor, AF building, Sandgatan 2
Email: mfc.lund@gmail.com
Tel: 046-35 87 37
RELIGIOUS BODIES IN LUND

Church of Sweden, Lund Cathedral
Website: www.lundsdodkyrka.se/english/
Lutheran, Anglican, Episcopalian, Methodist, Presbyterian, Reformed, Congregational
Contact: The Multifaith Chaplaincy, Jan Kjellström
Email: jan.kjellstrom@svenskakyrkan.se

Catholic
Website: www.dominolund.wordpress.com
Contact: Brother Björn Engdahl, Catholic Student Chaplaincy

Pentecostal, Baptist
Email: torben75@yahoo.com (African)
davidneil72@hotmail.com (English)
adfontes.international@gmail.com

Jewish
Website: Jewish community of Malmö
www.ifm.se/in-english.html
Contact: Rabbi rebecca Lilian
Email: rabbir.lilian@gmail.com

Islamic
Website: islamlund.net
Contact: Imam Ali Ibrahim
Email: arielchafei7@gmail.com (Lund) and icmalmo@mosken.se (Malmö)

Buddhist
Website: www.taozen.se
Contact: Dharma master Ming Bao
Email: info@taozen.se (Malmö)

Other churches and religious bodies
Please contact the Multifaith Chaplaincy

Sexuality, relationships and well-being

PROJECT 6 (P6)
Project Sex, P6, is an independent organisation working for Lund University students to promote sexual health on a physical, emotional and social level. This is done by offering education and arranging the well-known condom-raids at nation parties. P6 offers a wide range of social and educational activities for its members such as as workshops and lectures, members’ evenings, a LGBTQ group, free condoms and radio broadcasting.

All students are welcome to pick up free condoms, lube and information in the P6 office, located on the 4th floor in the AF Building. The office is staffed by P6 educators (students who have undergone an sexual health training) who are happy to answer any questions you might have regarding sexual health. They can also direct you to a clinic where you can get tested for STI’s for free.

Membership in P6 is free and without obligations. You become a member through their website. As a member you will receive the weekly newsletter, where you can read all about any upcoming events.

More information and contact details to Project 6:
Website: projekt6.se/en
Email: p6@projekt6.se or helsingborg@pro- jekt16.se
Facebook: www.facebook.com/ProjektSex

LGBTQ STUDENTS
The LGBTQ group is part of the student organisation Projekt Sex (P6). The group addresses the needs of Lund University’s lesbian, gay, bisexual, transgender and queer students in particular, although LGBTQ allies and all other interested persons are welcome.

The LGTQ group arranges social activities for its members such as the LGBTQ brunch, and they also have a discussion group called Café Tove, a forum for talking about LGBTQ-related issues. Membership is free and you decide your own level of involvement.

LUNDAPRIDE
LundaPride is an association that works with LGBTQ(+) rights in Lund. Every year the group organises LundaPride in May and other events throughout the year that highlight the LGBTQ(+) community.

Email: kommunikation@stoltilund.se
Website: stoltilund.se/englishpride
Facebook: www.facebook.com/lundapride

KVINNOJOUREN
Kvinnojouren is a women’s helpline in Lund which can provide advice and support to women who have experienced, or are close to someone who has experienced, psychological and/or physical abuse, threats of violence or other degrading treatment. Kvinnojouren offers help in several different languages (e.g. English, Turkish, Russian, French, Persian and more)

Email: info@kvinnojourenlund.se
Facebook: www.facebook.com/kvinnojourenlund
Tel: 020-21 29 60
Mondays 11-13, Thursdays 18-20

KRISCENTRUM (“CRISIS CENTRE”)
Kriscentrum can provide advice and support to adults who have been subjected to violence by someone close to them or who are violent.

Address: Ringvägen1, Lund
Tel: 046-35 50 71
Email: kriscentrum@lund.se
CHAPTER 10: WELL-BEING

Culture

KULTURMEJERIET
Kulturmejeriet in the south of Lund is an event centre where many things happen. They have movie nights which include outdoor movie screenings during the summer, Doc Lounge where they show modern documentaries, musical concerts with many well-known bands and singers as well as club days/night (Lindy hop, jazz lunches, and more). Check out their website for the latest information about concerts and clubs.
Website: www.kulturmejeriet.se
Address: Stora Södergatan 64

CINEMA (BIO)
Most blockbuster movies are shown on the SF cinemas in Sweden. In the larger cities there is usually at least one SF cinema available. The regular ticket price is approx. SEK 120-145 but there are student discounts if you choose to watch a movie on a weeknight.
Website: www.sf.se (Swedish)
Address, Lund: Västra Mårtensgatan 12, Lund

In Lund you can also find Kino which is a cinema showing independent movies, documentaries and live streaming from the National Theatre in London, the Met in New York etc.
Website: www.kino.ru (Swedish)
Address: Kyrkogatan 3, Lund

MUSEUMS
Skissernas Museum - The Museum of Artistic Process and Public Art
Skissernas is owned by Lund University and is a unique museum with its focus on the artistic process and public art. There is no admission fee for students and the museum offers guided tours in English on a regular basis.
Website: www.adk.lu.se
Address: Finngatan 2 (by the University Main Library)

Lunds Konsthall (art gallery)
In the middle of the city, by Mäartenstorget, you find Lunds Konsthall (art gallery) with exhibitions of international contemporary art. Free admission.
Website: www.lundskonsthall.se
Address: Mäartenstorget 3

Kulturen Museum
Kulturen is the biggest museum in the Skåne province and the second oldest open-air museum in the world. It now includes more than 30 buildings which have been moved and re-erected in Kulturen, occupying two entire blocks of the city of Lund. The buildings show how people have lived and worked in Sweden through the ages. The museum offers 20 permanent and temporary exhibitions and events around Swedish festivities such as Christmas, Easter and Midsummer.
Website: www.kulturen.com
Address: Tegnérsgatan, Lund

NATURE AREAS CLOSE TO LUND
Dalby Söderskog
A national park with a rich plant and animal life.
Website: www.svenskpark.se

Sankt Hans Backar
In the park called Sankt Hans Backar, located close to Delphi and Kämnarsrätten, you have one of the best views of the region. It is also a perfect place to play outdoor games and have a barbecue.

Nature

THE RIGHT OF PUBLIC ACCESS (ALLEMANSRÄTTEN)
In Sweden, there is a law known as Allmansrätten. It gives everyone the right to walk, cycle, ride a horse or ski freely in the countryside, even if the land is privately owned. However, this freedom also entails an important code of conduct or responsibility. The owners of the property, and the wildlife must not be disturbed. You may pitch your tent for a night or two in the countryside as well as allow to pick berries and mushrooms, but obviously you are not allowed to break branches or damage crops, fences or other property. Great care must be taken with fires and a permit must be obtained before fishing.

More information about the Right of Public Access:
Website: www.swedishepa.se/en/Enjoying-nature/The-Right-of-Public-Access/

PARKS
The Botanical Gardens
An oasis in the heart of Lund with 7000 species and greenhouses including nine different climate zones. Admission to the greenhouse is free and it is open from 11.00-15.00 every day!
Website: www.botan.lu.se/in-english
Address: Ostra Vallgatan 20

Romeleåsen ridge
Many walking trails in beautiful scenery. Walking maps available from the Lund Tourist Office.

Sankt Hans Backar
In the park called Sankt Hans Backar, located close to Delphi and Kämnarsrätten, you have one of the best views of the region. It is also a perfect place to play outdoor games and have a barbecue.

NATURE AREAS CLOSE TO LUND
Dalby Söderskog
A national park with a rich plant and animal life.
Website: www.swedishepa.se

Skrylle
Popular open-air recreation area with numerous jogging and walking trails.
Website: www.skrylle.se

Romeleåsen ridge
Many walking trails in beautiful scenery. Walking maps available from the Lund Tourist Office.
Explore the Skåne region

Sometimes it can be nice to take a break from your studies and have a change of scenery. We have therefore put together a small selection of easy day trips. So, take the time to enjoy the beautiful scenery and nature.

SKÅNES DJURPARK (ZOO)
Where: Skånes Djurpark in Höör
Website: www.skanesdjurpark.se
What: This is a small zoo with different Nordic animals. It is great for a day trip and you can bring your own picnic to the park. Animals include: moose, foxes, beavers, different types of deer and birds.
How: Take the train to Höör station and change to the yellow bus 15 (ask the driver if it goes to Skånes Djurpark to be sure). Single-leg tickets cost SEK 75 (with a Jojo card). Admission to the park is SEK199 during low season and 269 SEK during peak season.

VEN
Where: Island of Ven
Website: www.landskrona.se/se-gora/besoka-landskrona/ven
What: This is a small island where astronomer Tycho Brahe had his observatory and is great for picnics, renting a bike to ride around and for visiting the Tycho Brahe observatory.
How: Take the train to Landskrona station and change to a city bus to “Skeppsbron” (the harbor) which costs approx. SEK 65 each way. From there, you can catch the ferry to the island (SEK75). The ferry leaves approx. every 1.5 hours and you can see the departure times on: www.ventrafiken.se/en/ Once you are on the island, it is best to rent a bike to explore the island.

SKRYLLESKOGEN
Where/What: Skrylleskogen nature park
How: Take regional bus 159 from the train station. Use your Jojo card to buy your ticket and the cost will be SEK 40 each way. Timetable Check the Skånetrafiken website for the time schedule, www.skanetrafiken.se.

HIKE ON SKÅNELEDEDEN
Where: Many different parts of Skåne, e.g. Österlen, Bjärehalvön, along the coast by Högnäs and Landskrona and around the Linärdö and Söderåsen ridge in central Skåne.
What: The Skåneleden Trail is a long distance hiking trail through the beautiful countryside of Skåne. The trail is over 1000 kilometres long and is divided into five separate trails, with total of 89 sections.
How: Choose one of the five separate trails and learn how to reach that specific trail at www.the Skåneleden website en.skaneleden.se. The “Knösen-Torekov” section and the “Båstad-Knösen” section are two of the most popular sections.

FOTEVIKEN VIKING RESERVE
Where: Höllviken, southern Skåne
What: A “living” reconstruction of a late-Viking Age village. Around 22 authentic reconstructions of houses with reed or turf roofs have been built, near the site of the Battle of Foteviken in 1134. As a visitor you can step inside the houses and meet the resident “Vikings”. The Viking Reserve is included in the Lonely Planet’s book “Ultimate Travelist” as one of the top 500 places in the world to visit.
How: From Malmö central station, take regional bus 100 to Höllviken. Get off at “Höllviken Östra Halörsvägen”. A footpath leads to the museum by Höllviken beach. Roughly a 10 minute walk. Entrance fee is around 110 SEK.
Website: www.fotevikensmuseum.se/d/en

TOUR OF DENMARK
Where: Helsingør in Denmark, Kronborg Castle with the possibility to visit the Louisiana Museum of Modern Art and all the fun in Copenhagen.
What: Helsingør is a small town with old streets and many restaurants. A nice place to wander around in and is also the location of the Kronborg Castle where Shakespeare’s “Hamlet” is set.
How: You can buy a special “Öresundsrun” ticket (SEK 249). This ticket enables you to travel up the coast of Sweden to Helsingbor, take the ferry over to Denmark and then take the Danish trains back to Copenhagen and over the bridge to Sweden and back to Lund. You can go the other way but not travel back the same way you came. The ticket is valid for 2 days, so you can make a night of it if you wish. Take the train to Helsingborg C and walk upstairs to catch the ferry to Denmark. On the Danish side you can visit Louisiana (www.louisiana.dk) which costs DKK 110 for admission. You then continue to Copenhagen and stop if you wish or head back to Lund over the bridge. The “Öresundsrun” ticket can give some discounts to museums and you can ask about it when you buy the ticket at the Skånetrafiken office.
Website: visitdenmark.dk
LUND UNIVERSITY 350TH JUBILEE

On 19 December 1666, the regency of Charles XI of Sweden took the decision to found Lund University, and the University was officially inaugurated 28 January 1668. To celebrate these events, Lund University’s 350th jubilee activities will go on from December 2016 to January 2018.

LUND UNIVERSITY WEBSITE
Find more information, news and updates for current students at Lund University:
www.lunduniversity.lu.se/current-students

LUND UNIVERSITY ON FACEBOOK
Follow us on Facebook and get answers to your question at:
www.facebook.com/internationaldesk
www.facebook.com/lunduniversity

LUND UNIVERSITY ON INSTAGRAM
Follow Lund University on Instagram:
www.instagram.com/lunduniversity