



LUND
UNIVERSITY

Erasmus Mundus Action 2

INFORMATION FOR INCOMING SCHOLARSHIP HOLDERS 2013





Welcome to Lund University!

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

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

We look forward to seeing you in Lund!

The Erasmus Mundus Action 2 team

CONTACT INFORMATION AND ASSISTANCE

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

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Contents

About Erasmus Mundus Action 2	4
Before your arrival in Lund	5
- Letter of Acceptance/Letter of Invitation	
- Learning Agreement	
- Visa Process	
- Accommodation	
- Travel	
- Boarding Passes	
- Arrival	
- Learn more about Lund and Sweden	
In Lund	8
- Mobility Period	
- Extending your Residence Permit	
- Scholarship	
- Bank Account	
Insurance	9
Language Courses	9
- Swedish	
- English	
Travel Regulations and Instructions	10
Mandatory Documents	11
- Specific Documents	
- Boarding Passes	
- Learning Agreement	
- Project Summary	
- Evaluation Report	
Final Meeting	11

About Erasmus Mundus



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

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

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



Before your arrival in Lund

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

LETTER OF ACCEPTANCE /LETTER OF INVITATION

If you have not yet received two original documents (one is for the visa process) called "Letter of Acceptance" (LoA) or "Letter of Invitation" (LoI) from LU, signed by your EM2 coordinator, you will soon receive them. The LoA is for Undergraduate and Master mobilities and the LoI is for PhD, Post-doc and Staff mobilities. A letter of acceptance is a document stating the time period that you are committed to study at Lund University.

LEARNING AGREEMENT

This only concerns exchange students

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

be signed by all parties before the start of your mobility.

VISA PROCESS

When you have received your Letter of Acceptance or Letter of Invitation you should start the Visa application process as soon as possible. In order to do so, you must contact the nearest Swedish embassy or consulate to get the specific information regarding the required documents for Visa application. Remember that you must have a LoA/LoI to apply for a Visa! Find your nearest Swedish Embassy/Consulate at www.swedenabroad.com/

Be aware that the Visa process normally takes between 6-8 weeks. You should therefore start your Visa application process as soon as possible!

Important! You should not be charged for the Visa process. According to the rules of the Swedish migration board, a scholarship holder participating in an EU-financed programme is relieved from any application fees.

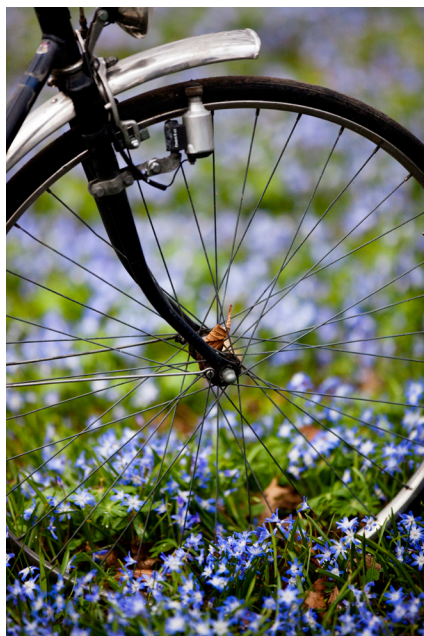
More information can be found at www.migrationsverket.se/info/812_en.html

ACCOMMODATION

Undergraduate and master's students can apply for housing through **LU Accommodation**. If your mobility period is longer than one year you will have to be prepared to arrange accommodation on your own after 12 months.

The application for housing through LU Accommodation is expected to open on 7 May 2013 at <http://luaccommodation.lu.se/>

When you apply, you will be required to pay a deposition of SEK 2 000 (by credit card only). This deposition is mandatory. The deposition will not be covered by the scholarship and will be returned to the credit card used at the end of your housing contract period, given that



the terms of the contract are respected. For more information please visit www.lunduniversity.lu.se/IHO

If you will require other housing than the one provided by LU Accommodation during your stay in Lund, there are various housing agencies and websites where students can look for accommodation as well as register to queue for a room/flat. For more information, please visit www.lunduniversity.lu.se and search for "accommodation agencies". If you choose this option, we strongly recommend that you join the various waiting lists for accommodation as soon as possible.

PhDs, Post-docs and Academic Staff should contact their host department regarding housing options. There are also some additional sites where visiting academics and staff can look for accommodation:

- The Patient Hotel www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Patientinformation/Praktisk-information-A-O/Boende/Patienthotellet/The-Patienthotel/
- University Guest House – Sparta www.se.lu.se/bostaeder/conditions

TRAVEL

If you are nominated for an Erasmus Mundus scholarship within one of the following projects, you will receive information about your travel arrangements from the **EM2 team at Lund University**:

ARCOIRIS (Argentina)
AL IDRISI (Morocco, Algeria and Tunisia)
EM Gulf Countries (Bahrain, Qatar, Oman, UAE, Saudi Arabia)

If you are nominated for an Erasmus Mundus scholarship from one of the projects below, you will receive travel information from **the project/consortium coordinators**.



BABEL (Bolivia, Ecuador, Paraguay, Brazil, Peru, Uruguay)

BASILEUS (Albania, Bosnia-Herzegovina, the Former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia)

EMEA (China, India, Pakistan, Bangladesh, Nepal)

Euro-AsianCEA (Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan, Turkmenistan)

EUROSA III (South Africa)

JOSYLEEM (Jordan, Syria)

SALAM (Iran, Iraq, Yemen)

SIGMA (Albania, Bosnia-Herzegovina, the Former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia)

WELCOME (Egypt, Lebanon)

WEBB (Georgia, Armenia, Azerbaijan, Ukraine, Moldova, Belarus)

BOARDING PASSES

It is important that you save all your boarding passes and give them to The EM2 team at Lund University. The boarding passes prove that you have been on your mobility and are extremely important.

ARRIVAL

Undergraduate and master's students are strongly recommended to arrive to Lund on the official Arrival Day in order to take part in the general information meetings and thus get very useful information regarding their stay in Lund. **20 August 2013 is the Arrival Day at Lund University!** This day is approximately two weeks before the start of the semester.

More information about Arrival Day can be found at: www.lunduniversity.lu.se/international-students/apply-fees-scholarships-housing/preparing-to-come-and-arrival/your-arrival-in-lund

LEARN MORE ABOUT LUND AND SWEDEN

www.lund.se

www.visit-sweden.com

www.lunduniversity.lu.se/



In Lund

MOBILITY PERIOD

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

SCHOLARSHIP

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

BANK ACCOUNT

Scholarship holders on mobility periods longer than two months should open a Swedish bank

account as soon as possible. Scholarship payments will then be made directly to the scholarship holder's account. Note that you must bring your ID (passport and Swedish residence permit) and your acceptance/invitation letter when you visit the bank to open an account. Information about opening a bank account: [www.swedishbankers.se/web/bf.nsf/\\$all/3F1E5A95735C16F1C12579120044DB29?open](http://www.swedishbankers.se/web/bf.nsf/$all/3F1E5A95735C16F1C12579120044DB29?open)

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

EXTENDING YOUR RESIDENCE PERMIT

Scholarship holders who are to stay in Lund for more than one year will need to extend their residence permit, as permits are issued for a maximum of one year. You can apply for extension of your residence permit on the Swedish Migration Board's website: www.migrationsverket.se/info/start_en.html





Insurance

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

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

FAMILY MEMBERS OF EM2 SCHOLARSHIP HOLDERS

The insurance provided to scholarship holders does not cover family members. Scholarship holders who intend to bring family members will therefore need to insure their family members before their arrival in Lund. Please contact an insurance provider of your choice to purchase a suitable comprehensive health insurance policy that is valid in Sweden.

Language Courses

SWEDISH

Non-degree EM2 students on the undergraduate and master's level are eligible to apply for the course "Swedish for exchange students" offered by Lund University. The course is called SUSA and is designed to give

exchange students a good introduction to the Swedish society and language. SUSA is worth 3 ECTS and concludes with a written exam. Applications are made in the combined online application where you also apply for accommodation. More information and a link to the

application are available at www.sol.lu.se/sfs/kursutbud/susa.html.

If after SUSA, you want to study more Swedish, you have the possibility to apply for the SVE courses www.sol.lu.se/en/sfs/exchange/. The application period starts on Arrival Day.

EM2 students admitted for a full one or two-year Master programme, who are registered in Sweden and have received a Swedish personal identification number, are entitled to study Swedish free of charge through Lund municipi-

ality. For more information and registration please contact the Central Master Programme Coordinator at masters@er.lu.se

ENGLISH

Lund University does not offer English language courses suitable for scholarship holders. If you are interested in studying English, you can enrol in courses at **Folkuniversitetet** (fees apply) in either Lund or Malmö: www.folkuniversitetet.se/Om-Folkuniversitetet/In-English/

Travel Regulations and Instructions

The following regulations and instructions apply to EM2 scholarship holders who receive their tickets from Lund University's Erasmus Mundus Action 2 team. Scholarship holders who receive their tickets from another university will receive information about their travels from that university.

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

Target Group 1

From the location of the sending university to the location of the hosting university.

Target Group 2

From location of residence of the student/staff to the location of the hosting university.

Target Group 3

From the location of residence of the student to the location of the hosting university.

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

You are only permitted to change your return date once, and you must provide the EM2 team with a valid reason for such a change. Please contact the EM2 team to discuss possible change of date. The deadline for changing the date for your return travel is one month before the originally scheduled date of departure.

Mandatory Documents

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

SPECIFIC DOCUMENTS REQUESTED BY THE COORDINATORS OF THE PROJECT

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

BOARDING PASSES

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

LEARNING AGREEMENT

Concerning undergraduate students and exchange masters

The learning agreement is the document stating

the courses you are committed to study at Lund University. The learning agreement should be signed by you, your home university and by the faculty where you study and/or the host university **before** the start of your mobility.

PROJECT SUMMARY

Concerning exchange masters and exchange PhDs

If you are a master's student doing thesis work or a PhD student, you are obliged to hand in a project summary before leaving. In this document, we want you to carefully describe your academic accomplishments at Lund University.

EVALUATION REPORT

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

Final Meeting

It is important for all scholarship holders to meet with a member of Lund University's EM2 team before leaving Lund at the end of their mobility period. This meeting is a good opportunity to ask us any questions related to the end of your stay, and to hand in any remaining mandatory documents. In the final weeks of your mobility, please contact us to schedule an appointment using the contact information on page 3.



Lund University | May 2013 | Photographers: Johan Persson, Apefoga, Charlotte Carberg Berg, Kenneth Runa, Mikael Riedel, Lasse Strandberg

Lund University

Lund University seeks to be a world-class university that works to understand, explain and improve our world and the human condition. The University is ranked as one of the top 100 in the world. We tackle complex problems and global challenges and work to ensure that knowledge and innovations benefit society. We provide education and research in engineering, science, law, social sciences, economics and management, medicine, humanities, theology, fine art, music and drama.

Our 47 000 students and 7 200 employees are based at our campuses in Lund, Malmö and Helsingborg. The University has a turnover of around EUR 750 million, of which two thirds is in research and one third in education.

We are an international university with global recruitment. We cooperate with 680 partner universities in over 50 countries and are the only Swedish university to be a member of the strong international networks LERU (the League of European Research Universities) and Universitas 21.



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