



Lund, February 2016

## LUND UNIVERSITY

School of Economics and Management

International Office

### WELCOME AS AN EXCHANGE STUDENT TO LUND UNIVERSITY SCHOOL OF ECONOMICS AND MANAGEMENT (LUSEM)

In order for you to start organizing your stay at our university, please find important information for your studies and social life in Lund in this *Welcome Letter*.

#### 1. LETTER OF ACCEPTANCE

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You will receive a *Letter of Acceptance* in PDF format after the application deadline. This is a formal confirmation that you have been accepted as an exchange student to Lund University. The Letter of Acceptance is needed for your residence permit and visa application (if required). Please bring a paper copy with you to Lund on Arrival Day, as it will be needed for many other purposes during your stay here.

In your communication with Lund University, you may be asked to state the name of your coordinator. This information can be found in the initial acceptance e-mail and also in your *Letter of Acceptance*.

Although your coordinator is your main contact in Lund, we ask you to send all e-mail questions to our office e-mail: [incoming@ehl.lu.se](mailto:incoming@ehl.lu.se). That way any of us in the International Office can help you with your query in case your coordinator is not available.

#### 2. COURSES

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##### COURSE CURRICULUM

Information concerning courses and study periods can be found on our website and in our Course List: [www.lusem.lu.se/study/exchange/courses](http://www.lusem.lu.se/study/exchange/courses) Please study the material carefully before applying for courses.

##### COURSE APPLICATION OPEN

For exchange in Autumn:	1 -25 April
For exchange in Spring:	1 -25 October

##### STUDY PLAN

You are asked to carefully select your courses, in total adding up to 30 ECTS-credits, and seek approval from your home university of your courses BEFORE applying online since changes to courses is not possible later.

You need to apply for an even study plan, i.e. 2 courses in the 1st period and 2 courses in the 2nd period. You must also state 2 alternatives per course, i.e. 12 courses in total. This is a regular procedure and a requirement to secure you will get what you prefer in case you do not meet the pre-requisites, or if a course is withdrawn or over applied for. As a means to your planning, use our *Study Plan* example - [Study Plan example](#)



## SCHEDULES

The schedules will not be available until approximately one month before the courses start. Consequently, you must choose courses based upon the applicable study period, as stated in the course list. The safest way to avoid conflicting schedules is to choose courses with the same prefix (FEK, NEK, EKH etc) within the same period. Schedules for courses at the School of Economics and Management can be found in "TimeEdit": <https://se.timeedit.net/web/lu/db1/ehl1/>

## HOW TO APPLY FOR COURSES

Once the application opens, log in and fill in all data required, including your course selections.

Your application will only be processed if all the supporting documents have been uploaded before the deadline:

- an official transcript of all previous academic studies (in English)
- a list of ongoing courses (if not included in the transcript)
- a copy of your passport (photo page) or official EU Identity Card
- any other relevant documents to show you meet pre-requisites not listed on your transcript
- an official transcript of bachelor studies (master students only)

Applications from master level students must include a complete academic transcript of records from the bachelor level, plus all courses passed on the master's level.

All courses you apply for at Lund University have to go through the School of Economics and Management and must be listed in your online application. The majority of courses must be taken at LUSEM. Admittance to courses outside the School is subject to availability and students must fulfil all pre-requisites.

## CHANGE OF COURSES

Changes to courses can only be made on Registration Day in Lund, and only due to conflicting schedules. There is no time to check approval with your home university at that time, so all course changes have to be pre-approved by your home university.

Changes are subject to seat availability, and due to seat limitations, you can only apply for changes from the course offering on our Course List, i.e. no courses outside our faculty can be applied for after arrival in Lund, so make sure to select your courses carefully during the regular application period.

## CONFIRMATION

We will confirm your courses by e-mail in June for Autumn semester studies and in December for Spring semester studies.

## 3. PRE-ARRIVAL INFORMATION & ARRIVAL IN LUND

Pre-arrival information as well as information about the Arrival Day can be found at: <http://www.lunduniversity.lu.se/student-life/preparing-to-come>

The Arrival Day is held approx. two weeks before the start of the semester (in Spring semester, only one week before semester start). During Arrival Day, our international mentors will be at Copenhagen Airport and at the railway station in Lund to help guide you right. You will be able to check in and receive all information you need about student life in Lund. LU Accommodation representatives will also be at the Arrival Day venue to make it easy for tenants to pick up their keys.



#### 4. REGISTRATION DAY

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It is **COMPULSORY** to attend the Registration meeting at LUSEM on Registration Day in order to enrol to courses and to finalise the course application. After Registration Day, it is not possible to make any changes to your courses.

Registration Day is usually held right after Arrival Day - [www.lusem.lu.se/study/exchange/dates-and-deadlines](http://www.lusem.lu.se/study/exchange/dates-and-deadlines)

If you are not able to attend Registration Day, we must be notified in advance, since you risk losing your seat in your courses otherwise.

#### 5. SWEDISH LANGUAGE COURSES & MENTOR PROGRAM

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##### SUSA COURSE

The SUSA course is a language course that gives a short introduction to the Swedish language for exchange students and is part of the Orientation Program activities before the semester starts. This course is not part of your regular semester course load, but a successful exam will result in 3 credits which will be included in your transcript. You sign up for the SUSA course in our on-line course application. Most students who sign up for the course are offered a seat.

For more information about SUSA: [www.sol.lu.se/en/sfs/susa/](http://www.sol.lu.se/en/sfs/susa/)

##### SVEE COURSES

If you want your Swedish studies to be part of your study plan during the semester, apply for the continued Swedish language courses (SVEE-courses) worth 7,5 credits each, in the online course application at the same time as you apply for your other courses. Only students who include the Swedish course as part of their regular study plan will be prioritized for a seat. For more information about the Swedish language courses given during the semester: [www.sol.lu.se/sfs/exchange/](http://www.sol.lu.se/sfs/exchange/)

##### MENTOR PROGRAM

To help you settle in to Lund and get to know your way around, Lund University offers an International Mentor Program, with mentor groups that consist of four to six Swedish or International students (your mentors) and 15-30 exchange students. All new incoming exchange students will be assigned to a Mentor Group, but participation is voluntary. [www.lunduniversity.lu.se/student-life/preparing-to-come/arrival-introduction/mentors-and-friends](http://www.lunduniversity.lu.se/student-life/preparing-to-come/arrival-introduction/mentors-and-friends)

#### 6. HOUSING

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##### LU ACCOMMODATION

Housing can be applied for via the Housing application for all exchange students at Lund University administered by LU Accommodation. LU Accommodation administers a limited number of rooms and dormitories in Lund and the surrounding region. Housing is not guaranteed for exchange students.

##### AF BOSTÄDER & OTHER ACCOMMODATION AGENCIES

Students can also apply for housing via other student housing and private housing agencies.

More information on housing in Lund can be found here:

[www.lunduniversity.lu.se/student-life/housing](http://www.lunduniversity.lu.se/student-life/housing)



## 7. ACADEMIC CALENDAR & FACT SHEET

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Most courses start the first day or during the first week of the semester. For the Academic Calendar & Deadlines see: [www.lusem.lu.se/study/exchange/dates-and-deadlines](http://www.lusem.lu.se/study/exchange/dates-and-deadlines)

For the Fact Sheet 2016/2017 see: [www.lusem.lu.se/study/exchange](http://www.lusem.lu.se/study/exchange)

Do not book a return ticket until the exam dates have been announced. Special exams are not arranged and re-examinations must be taken in Lund. Regular exams are offered during the regular semester dates. Autumn semester undergraduate courses usually end before Christmas. Re-exams are usually held before the next semester starts, i.e. in January/August.

## 8. RESIDENCE PERMIT & VISA

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Exchange students staying in Sweden for longer than three months must have a valid residence permit. For citizens from some countries, a *Visa* may also be required.

Students who are **EU/EEA** citizens have the right of residence in Sweden and may study without a *Residence Permit* and do not need to register with the Swedish Migration Board. For students who come from a country **outside the EU**, a *Residence Permit* for study is required. This permit must be applied for as an exchange student from the native country or place of permanent residence. All applications for residence permits are processed by the Swedish Migration Board and can be done online. For more information: [www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college.html](http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college.html)

The application process for a *Residence Permit* and *Visa* may take up to 3 months or in some cases even longer. Please note that we cannot speed up the process, therefore it is highly recommended to apply well in advance.

Your *Letter of Acceptance* is sufficient for applying for both a Residence Permit and a Visa.

## 9. PLAGIARISM

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Plagiarism, commonly known as cheating, is considered to be a very serious academic offence. Lund University and the School will take disciplinary actions against any kind of attempted malpractice in examinations and assessments. Any suspicion of plagiarism will be reported to your home institution as well as the Vice-Chancellor of Lund University for further proceedings by the Disciplinary Committee of Lund University.

More information on the academic integrity of Lund University and the School can be found on the following website: [awelu.srv.lu.se/academic-integrity/plagiarism/](http://awelu.srv.lu.se/academic-integrity/plagiarism/)

By submitting a course application you confirm that you have read and agreed to the information concerning plagiarism and that you have read and understood the rules and procedures on examinations at Lund University.

## 10. HEALTH & INSURANCE

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The Swedish government provides a special insurance for exchange students called Student IN. For more information on what the insurance covers see: [www.lunduniversity.lu.se/student-life/preparing-to-come/health-and-insurance](http://www.lunduniversity.lu.se/student-life/preparing-to-come/health-and-insurance)



## 11. E-MAIL

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E-mail is our primary means of communication. Always check your e-mail. The e-mail address provided by your home university upon nomination is your loginID for the on-line course application. This is also the main e-mail address we will use in communicating with you, both before and after arriving in Lund. Upon arrival in Lund you must also check your LU e-mail address regularly, since this is the main e-mail address used for official University and course information.

## 12. INFORMATION

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Lund University is a large university and very decentralized. As a result, information can be found on many different websites and may vary since it is directed to different target groups. We strongly recommend to always beginning your information search at our website [www.lusem.lu.se/study/exchange](http://www.lusem.lu.se/study/exchange). This will help you find relevant information (and links) to updated and correct information about the School of Economics and Management. Once in Lund, act according to the information presented by us at the School.

We look forward to seeing you soon in Lund!

Kind regards from the International Team at the School of Economics and Management,

*Agneta Hedberg, Maria Nilsson, Ulrica Pennander and Åsa Foster*