Dear colleagues,

This document contains important information and contact details we hope will assist our partners and their students in the application process for exchange studies at Lund University for 2015-2016.

**Please note that this information applies to students coming through university-wide exchange agreements and centrally coordinated network agreements.**

For our partners’ convenience, a list of coordinators working with university-wide agreements, contact information for our faculties, and this document itself are provided at the following link: <http://www.lunduniversity.lu.se/global-cooperation/student-exchange/for-partners-coordinators>

***Information sheet***

**Calendar year 2015-2016:** <http://www.lunduniversity.lu.se/academic-calendar>

**Contact information:**

Staff members at the Student Experience and MobilityGroup coordinating incoming students: <http://www.lunduniversity.lu.se/o.o.i.s/25180>

**Applications**

**Nominated students apply online.** The onlineapplication for exchange studies, the Orientation Programme and the Mentor Programme can be found at: <http://interbas.intsek.lu.se/apply/onlinereg_instructions.html>

**Please note that the above link is valid only for applications within university-wide agreements.**

**The online application is only open during the application periods.** Students are kindly requested to complete their application before the application deadline. Students should apply with us only during the application period adjacent to the start of their exchange. For example – from 1st October until 25th October for studies starting spring semester 2015 and from 1st April until 25th April for studies starting autumn semester 2015.

**The online application should be printed upon completion, and then signed and endorsed by the coordinator at the sending university.**

Completed applications for university-wide agreements should be sent in **hard copy** to the Student Experience and Mobility Group. Applications are considered complete when all required documents are attached. The required documents are listed on the printed version of the online application.

**Application period**:Autumn semester: 1 April-25 April; spring semester: 1 October-25 October.

**Arrival dates (estimated):** Spring semester: 12 January 2015; autumn semester: 18 August 2015.

**Housing:**

Students must apply separately for Housing via LU-Accommodation.

A link to the housing application is available at: <http://luaccommodation.lu.se/>

Housing related questions can be directed to: luacc@se.lu.se

**Erasmus applications (within the EU)** must be sent directly to the departments/faculties with which the agreements are signed. This is also the procedure for applications through other types of agreements that are signed and managed at the faculty/department level. For addresses see: <http://www.lunduniversity.lu.se/o.o.i.s/25182>

For links to the online application at the various Faculties/Departments, kindly contact the specific International Coordinator.

**Courses and Course Restrictions**

**Courses for exchange students**
Courses offered in English at Lund University are presented at:

<http://www.lunduniversity.lu.se/global-cooperation/student-exchange/courses-for-exchange-students/find-courses>

Courses taught in English at our various departmentsusually require that students alreadyhave a certain background inthe subject (at least one year of full-time studies in the subject area before applying for courses). **Students should carefully read the specific requirements for exchange students and for individual courses on the website of the relevant department, to ensure that they meet the requirements of the courses they apply for.**

* The Department of Industrial Design and the School of Architecture demand **3 years** of prior studies in the subject aswell as a **portfolio**.
* There is a high demand for courses at the School of Economics and Management. Therefore, **we cannot guarantee** **a full-time course load** of economics, management and business related coursework. Furthermore, we cannot guarantee admittance to certain high-demand courses, even if a student is eligible.
* Due to a limited number of spaces, the Faculty of Performing Arts, the Malmö Art Academy and the Faculty of Medicine admit mainly students within specific faculty/department agreements. Accordingly**, we cannot guarantee admittance to courses in these faculties even if students are eligible.**
* For the Faculty of Performing Arts and the Malmö Art Academy, students must send a portfolio and have completed at least one full year of studies in the discipline.
* Journalism courses are taught in Swedish, and are generally not available to exchange students.
* Please note that certain courses listed on our website are available only to students registered for a full degree programme and, as such, are not open to exchange students.

Exchange students are required to follow a full-time study plan of 30 credits per semester while studying at LU.

**Language requirements**

Students studying at a university that is not in an English speaking country, are **highly** **recommended** to have proven proficiency in English at least equivalent to “Course B” in the Swedish system:

* IELTS Academic: For Course B: an overall mark of 6.5 and no section below 5.5
* TOEFL:
	+ **Paper-based:** For Course B: Score of 4.5 (scale 1-6) in written test, total score of 575
	+ **Internet-based:** For Course B: Score of 20 (scale 0-30) in written test, total score of 90
* University of Cambridge ESOL Examinations: Cambridge English: Advanced (Certificate in Advanced English) course B

**Class Attendance**

Students are required to attend at least 80% of scheduled classroom time, if not otherwise specified at the first day introduction meeting for the course.

**The Special Area Studies courses,** (SAS-courses) are available to all exchange students regardless of major study area: <http://www.lunduniversity.lu.se/o.o.i.s/24827>

**Orientation Programme**

**Introductory Swedish (SUSA)** is a short language introduction course of 3 credits, offered to all exchange students before the regular semester and courses start. Our aim is to give the students a smooth integration into Swedish culture and society. Participating students are expected to prepare work for the course **before** arrival, according to the instructions provided at: <http://www.lunduniversity.lu.se/o.o.i.s/24826>

The course material is available on the Internet: <http://www.nordiska.su.se/komloss/>

**Swedish Language Course (SVE)** credits are normally outside the scope of the exchange agreement. However, students can take one and in some cases two courses per semester with each course equalling 7.5 credits. Admission to these courses is not guaranteed.

Students apply for these courses via their coordinator before arrival in Lund. For more information see: [www.sol.lu.se/sfs/exchange](http://www.sol.lu.se/nordiska/exchange)

**Activities** organized for exchange students start on Arrival Day and continue for approximately two weeks.

**Credit System**

The Swedish “högskolepoäng” (Higher Education Credits) system is compatible with the European Credit Transfer and Accumulation System (ECTS): <http://www.lunduniversity.lu.se/international-students/swedish-education-system>

One year of full-time studies is equivalent to 60 Higher Education Credits. For more information on higher education and the academic system in Sweden please see: <http://english.uk-ambetet.se/highereducation/studyingathighereducationinstitutions>

**Grading System**

Swedish grades are normally awarded according to a system of 3 grades: Pass with distinction (VG or Väl godkänd), Pass (G or Godkänd) or Fail (U or Underkänd). However, several of our faculties make use of different grading scales. Please see this page for more detailed information: <http://www.lunduniversity.lu.se/current-students/grading-system>

**Other Important Information**

The following link provides practical pre-arrival information for students coming to Lund, including a downloadable pre-arrival guide: <http://www.lunduniversity.lu.se/international-students/apply-fees-scholarships-housing/preparing-to-come-and-arrival>

**Residence Permit and financial support**

All students coming from the Americas, Australia, New Zealand, Asia and Africa must hold a valid residence permit, as well as documents certifyinga financial requirement of at least 39 000 SEK per semester or 78 000 SEK per academic year. For more information on residence permit requirements, kindly contact your local Swedishconsular services, or consultthe web site of the SwedishMigration Board at: <http://www.migrationsverket.se/info/studera_en.html>

**Estimated expenses per month**

According to the requirements of the Swedish Migration Board, exchange students are expected to have 7 800 SEK a month for living expenses. **However, we also provide figures based on the average expected costs for Swedish students.**  **We feel these figures give a more accurate idea of the real costs a student may face**. We recommend that students consider the figures below and budget for expenses that may be higher than the minimum required by the migration board.

Expenses based on the recommendations of the Swedish Migration Board:

Housing 3.000 SEK

Meals 2.100 SEK

Books/supplies 1.000 SEK

Personal/Miscellaneous 1.200 SEK

Local Transportation 500 SEK

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Total 7.800 SEK

Expenses based on Swedish students’ average monthly expenses:

Housing 3.200 SEK

Meals 2.310 SEK

Books/supplies 1.000 SEK

Personal/Miscellaneous 1.850 SEK

Local Transportation 560 SEK

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Total 8.920 SEK

**Insurance**

All exchange students are covered by “The Swedish State Insurance for Foreign Students” (STUDENT IN). This coverage is restricted to the period of time that the students are in Sweden, as specified inthe student’s Letter of Acceptance and extends mainly to health claims arising while the student is physically present in Sweden. The students agree to readand accept the terms and conditions of the insurance agreement as presented in the following link: <http://www.kammarkollegiet.se/sites/default/files/insurance_for_students_in_sweden_1102.pdf>

EU/EEA citizens are required by the Swedish authorities to have comprehensive medical insurance (e.g. European Health Insurance Card, E128 or E111) during their studies in

Sweden. Students are requested to contact their local National Health Insurance Institution before coming to Sweden for the required documents: <http://ec.europa.eu/social/main.jsp?catId=563&langId=en#nationalinfo>

**Study Abroad Report**

Study Abroad Reporting is a valuable feedback and reference tool for exchange students. We are now in the process of changing our online reporting system. The prior national reporting system, STARS, is being phased out. We will be able to provide more information on the replacement system to students during the coming semesters.

Thank you for your cooperation,

The Student Experience and Mobility Group