Dear Exchange Student,

Welcome to Lund University School of Economics and Management AY 2015/2016!
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

A Letter of Acceptance will be issued and sent to you in PDF format shortly after you have been nominated in our on-line system, but at the latest at the end of the application period. This letter is needed upon arrival in Lund and for your residence permit and visa application (if required). Please bring one paper copy with you, as it will be needed for many different 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, but we ask you to send all e-mail questions to our office e-mail: 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

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 Please study the material carefully before applying for courses.

COURSE APPLICATION OPEN

For exchange in Fall (Sep-Jan): Apr 1 - Apr 25
For exchange in Spring (Jan-Jun): Oct 1 - Oct 25

SCHEDULES AND STUDY PLAN

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. You cannot wait until the detailed schedules have been published. Schedules for courses at the School of Economics and Management can be found in “TimeEdit”: https://se.timeedit.net/web/lu/db1/ehl1/

As a means to your planning, use our Study Plan examples.

Study Plan example 1
Study Plan example 2

Lund, February 2015

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HOW TO APPLY FOR COURSES
A course application has to be submitted online each semester. You are required to apply for courses for the whole semester and submit a complete application before the deadline. If your plans are to stay for a full academic year, you are also required to login to the application website and apply for courses during the second application period.

Your application will only be processed if all the supporting documents, stated below, 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
- 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. Admission to courses outside the School of Economics and Management is subject to availability and students must fulfill all pre-requisites.

CONFIRMATION
You will receive a course confirmation of the courses you have been pre-admitted to via e-mail when we have finished processing all course applications, at the latest by mid-June (for Fall) and mid-December (for Spring).

3. REGISTRATION DAY
It is COMPULSORY to attend the Registration meeting on Registration Day. Registration Day is usually held right after Arrival Day - www.lusem.lu.se/study/exchange/dates-and-deadlines

On Registration Day students will officially be enrolled in courses at Lund University. This is the only day you can apply for changes to your courses, that is, add or drop courses. Please note that changes to courses are subject to seat availability and therefore some changes may not be possible.

If you are not able to attend Registration Day, we must be notified in advance, in order to keep your seat in the allocated courses. In cases where a course is in high demand and we have not been notified of your absence, your seat will be given to students on the waiting list. By Registration Day, you must also have checked that all courses (including alternatives) are validated by your home university.

After Registration Day, it is not possible to make any changes to your courses.

4. SWEDISH LANGUAGE COURSE (SUSA) & MENTOR PROGRAM

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. Most students who sign up for the SUSA course are offered a seat. More information about SUSA: www.sol.lu.se/en/sfs/susa/

You sign up for the SUSA course in our on-line course application.
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) in the online course application, together with all your other courses. For more information about the Swedish language courses given during the semester follow this link: 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

5. HOUSING
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. More information can be found here: www.lunduniversity.lu.se/student-life/housing

HOUSING APPLICATION OPEN
For exchange in Fall: Apr 1 – Apr 25
For exchange in Spring: Oct 1 – Oct 25

HOW TO APPLY FOR HOUSING
Accommodation is normally allocated on a first-come, first-served basis. Exceptions may occur due to special agreement with partner universities. All exchange students are therefore recommended to apply for accommodation as early as possible when the application opens. Please note that late applicants are normally not allocated a room through LU Accommodation, therefore, apply on time.

The link to the web-based housing application is sent to nominated students in the initial acceptance e-mail together with the login details for the course application. Check your status regularly by logging back into the web application site for housing. For any questions, e-mail LU Accommodation: luacc@se.lu.se

6. PLAGIARISM
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/

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.
7. ACADEMIC CALENDAR & FACT SHEET
For the Academic Calendar & Deadlines see:
http://www.lusem.lu.se/study/exchange/dates-and-deadlines

For the Fact Sheet 2015/2016 see: 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, for undergraduate courses usually before Christmas, but re-exams are usually right before the next semester starts, i.e. in January/August.

8. RESIDENCE PERMIT & VISA
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

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.

9. INSURANCE
The Swedish State has designed an insurance that is free of charge for all foreign students coming to Sweden within an exchange agreement. It covers illness and accidents occurring within the framework of their studies in Sweden. The insurance does not cover thefts, burglary, fire, etc. For more information on what the insurance covers see:
www.lunduniversity.lu.se/student-life/preparing-to-come/health-and-insurance

10. E-MAIL
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 online course application. This is also the e-mail we will use in communicating with you, both before and after arriving in Lund

11. INFORMATION
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 begin your information search at our website 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.

Looking forward to seeing you soon in Lund!
Kind regards from the International Team at the School of Economics and Management,

Agneta Hedberg, Maria Nilsson, Sara Klingerot and Åsa Foster