Dear colleagues,

We are sending you information and contact details which we hope will help you and your students in the application process for exchange studies at Lund University for 2013-2014.

Please note that this information concerns students coming through university-wide exchange agreements and network agreements.

On our website for colleagues at partner universities (for Partners/Coordinators) you will find information concerning application procedures, deadlines and courses. For more details please see:
http://www.lunduniversity.lu.se/global-cooperation/student-exchange/for-partners-coordinators

**Note:** The procedure students follow to apply for housing has changed. See detailed information under “Applications” below.

**Information sheet**

**Calendar year 2013-2014:** [http://www.lunduniversity.lu.se/academic-calendar](http://www.lunduniversity.lu.se/academic-calendar)

**Contact information:** Staff members at the Student Experience and Mobility Group coordinating incoming students: [http://www.lunduniversity.lu.se/global-cooperation/student-exchange/contact-the-student-mobility-group](http://www.lunduniversity.lu.se/global-cooperation/student-exchange/contact-the-student-mobility-group)

**Applications**

**Nominated students only, apply on-line.** The on-line application for exchange studies, the Orientation Programme and the Mentor Programme can be found at: [http://interbas.intsek.lu.se/apply/onlinerereg_instructions.html](http://interbas.intsek.lu.se/apply/onlinerereg_instructions.html) The on-line application is open only during the application periods. Students are kindly requested to apply on-line before the deadline of the application period, depending on which term they are nominated for exchange studies. For example, from the 1st of March until the 25th of April for autumn semester 2013 and from the 1st September until the 25th October for the spring term 2014. **Please note that the above link is valid only for applications within university-wide agreements.**

Upon completion the on-line application should be printed, and then should be signed and endorsed by the coordinator at the sending university.

**REgarding housing:** Please note a change in our procedure from previous years: **Students will apply for housing via a separate application.** The housing application will open after the Exchange Application period. Exact application dates will be communicated on the Exchange Application. A link to the housing application will be available at: [http://interbas.intsek.lu.se/apply/housing.html](http://interbas.intsek.lu.se/apply/housing.html)

**Applications for university-wide agreements** should be sent in hard-copy to Student Experience and Mobility Group. Applications are considered complete when all necessary documents are included, as defined on the printed version of the online application.

**Application period:** Autumn term 1 March-25 April; spring term 1 September-25 October.

**Arrival dates:** Spring term: 9 January 2014; Autumn term: August 2014 (date TBD)
**Socrates/Erasmus applications** must be sent directly to the departments/faculties with which the agreements are signed. For addresses see: [http://www.lunduniversity.lu.se/global-cooperation/student-exchange/courses-for-exchange-students](http://www.lunduniversity.lu.se/global-cooperation/student-exchange/courses-for-exchange-students)

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](http://www.lunduniversity.lu.se/global-cooperation/student-exchange/courses-for-exchange-students)

Courses taught in English at our various departments usually require that students already have a certain background in the subject (at least one year of full-time studies on the subject before applying for courses). Students should therefore carefully read the specific requirements for exchange students 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 as well 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 solely Economics and Management coursework. Furthermore, we cannot guarantee admittance to certain high-demand courses.
- 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 the students are eligible.
- For the Faculty of Performing Arts and the Malmö Art Academy, the students have to send a portfolio and have completed at least one full year of studies in the discipline before a decision is taken.
- Students might not have access to courses offered in English within a study programme leading to a degree.

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

**Language requirements**

For students studying at a university that is not in an English speaking country, it is highly **recommended** that they have a 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

**Presence in the classroom**

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

**The Special Area Studies**, (so-called SAS-courses) are available to all exchange students regardless of discipline affiliation: [http://www.lunduniversity.lu.se/o.o.i.s/24827](http://www.lunduniversity.lu.se/o.o.i.s/24827)

**Orientation Programme**

**Swedish Language** (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 the Swedish culture and society. (The students are expected to prepare work for the course before arrival according to the reading instructions provided at: [http://www.lunduniversity.lu.se/o.o.i.s/24826](http://www.lunduniversity.lu.se/o.o.i.s/24826)
The course material is available on the internet: [http://www.nordiska.su.se/komloss/](http://www.nordiska.su.se/komloss/)

**Swedish Language Courses (SVE)** are normally outside the scope of the exchange agreements. Students can take one and in some cases two courses with each course equalling 7.5 credits. 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/sfs/exchange)

**Activities** organised for Exchange Students start on Arrival Day and continue for approximately two weeks.
Credit System
The Swedish “högskolepoäng” (Higher Education Credits) is compatible with the European Credit Transfer and Accumulation System (ECTS) credit system:
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://www.lunduniversity.lu.se/upload/international_students/Swedish_Higher_Education_System.pdf

Other Important Information
The following document provides practical pre-arrival information for students coming to Lund:

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 certifying a financial requirement of at least 39 000 SEK per term or 78 000 SEK per academic year. For more information on Residence Permit requirements, kindly contact your local Swedish consular services, or consult the web site of the Swedish Migration 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 7800 SEK a month for living expenses. However, we feel the following figures give a more accurate idea of the real costs a student may face. These figures are based on the average expected costs for Swedish students. We recommend that students consider the figures below and budget for expenses which may be higher than the minimum required by the migration board.

Expenses based on the recommendations of the Swedish Migration Board:
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>3.000 SEK</td>
</tr>
<tr>
<td>Meals</td>
<td>2.100 SEK</td>
</tr>
<tr>
<td>Books/supplies</td>
<td>1.000 SEK</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>1.200 SEK</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>500 SEK</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7.800 SEK</td>
</tr>
</tbody>
</table>

Expenses based on Swedish students’ average monthly expenses:
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>3.200 SEK</td>
</tr>
<tr>
<td>Meals</td>
<td>2.310 SEK</td>
</tr>
<tr>
<td>Books/supplies</td>
<td>1.000 SEK</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>1.850 SEK</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>560 SEK</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8.920 SEK</td>
</tr>
</tbody>
</table>

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 in the student’s Letter of Acceptance and extends mainly to health claims arising while the student is physically present in Sweden. The students agree to read and 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.
STAR (Study Abroad Report System)

We would greatly appreciate your support in informing your students about our evaluation system STAR. The information provided is written by former exchange students of Lund University from all over the world. Please have a look; you might find valuable information. Exchange students are required to fill out STAR reports while in Lund. Find out more about STAR at:
http://www.stars.liu.se/inbound/index.html

Thank you for your cooperation,
The Student Experience and Mobility Group