



## Nomination Letter

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**Congratulations to your nomination for exchange studies! Make sure that you have ticked all these boxes before leaving Sweden, and do not forget to read ALL the information in this important Nomination Letter!**

### BEFORE YOUR EXCHANGE PERIOD

- |   |  |
|---|--|
| <input type="checkbox"/> APPLICATION TO HOST UNIVERSITY   | <input type="checkbox"/> INSURANCE LETTER (STUDENT UT)         |
| <input type="checkbox"/> CREDIT TRANSFER OK?              | <input type="checkbox"/> CSN (APPLY FOR TWO SEMESTERS)         |
| <input type="checkbox"/> ERASMUS SCHOLARSHIP              | <input type="checkbox"/> ATTEND "TIME TO GO"                   |
| <input type="checkbox"/> LEARNING AGREEMENT               | <input type="checkbox"/> ATTEND PRE-DEPARTURE MEETING          |
| <input type="checkbox"/> INTERNATIONAL HEALTH CERTIFICATE | <input type="checkbox"/> VISA/RESIDENCE PERMIT (IF APPLICABLE) |

### APPLICATION PROCEDURE TO THE HOST UNIVERSITY

We will send a nomination letter to your host university. In response to this, they will send you (normally by email) information on how to apply to their university. In most cases your application will need to be signed and endorsed by us, your coordinators.

We strongly recommend that you check again the Information sheet of "your" university in our database for updated information regarding the application process among other things: [www.ht.lu.se/utbildning/internationella-mojligheter/utbytes-studier/ansokan-och-urval/utbytesplatser/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytes-studier/ansokan-och-urval/utbytesplatser/)

It is true for ALL outgoing exchange students that the host university will admit you, and you need to meet their pre-requisites for each course that you would like to study. In any case, once you arrive at the host university, changes will most probably be made to your Study Plan.

Please note that your nomination to the host university is preliminary and conditional on your study results up until the time of departure.

After you have made your application, some – but not all – universities will issue a Letter of Acceptance and send this directly to you. Please make sure to give/send us a copy

of this letter. Other universities will mainly confirm by mail that you are welcome for studies. Please forward this kind of confirmation to us, as well.

### TRANSFER OF GRADES

When you leave your host university, you shall ask them to send your Transcript of Records (*betyg*) directly to us. As soon as we have received them, we can enter your results into LADOK. The grades will be entered as TG (*Tillgodo-räknad*). However, we will manually enter the local grading scale and your achieved local grade, which will be a good indication of the actual level of your result in any particular course.

Please note that In case you are studying at a Bachelor or Master's Programme, your programme coordinator or study advisor will enter your credits into LADOK, and transfer them into the programme.

Thus, all academic courses studied abroad will be transferred into LADOK upon your return home. However, in case you would like to have (some of) your host university's credits exchanged for a Lund University course/part of course or activity (*ekvivalering*) you need to contact your home department well in advance of your departure. Please read more at:

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/hemkomst/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/hemkomst/)

### DIFFERENT SEMESTER DATES

Some partner universities have different semester periods, and this is something you need to check. If your exchange study period overlaps with the semester at Lund University you need to inform your programme coordinator or equivalent, and together you should make a plan on how to settle this.

### LADOK

You will be established in LADOK in early May. This establishment will be recognised by the CSN, and you do not have to fill out and send any separate forms to CSN.

Unfortunately, this first establishment in LADOK is not registered in the Student Portal, thus you will only see that you have been registered for exchange studies when the second registration is made. You have to make this second registration yourself once you have arrived to the host university.

Please note that students of Bachelor or Master's Programmes need to be registered within their programme also during the semester during which they study abroad.

### CSN

Since it sometimes takes time to transfer credits from the host university we recommend that you apply for a student loan for two semesters even if you are only going to be away for one.

Please note that after applying for funding from CSN, you will be asked by them to provide a confirmation from your host university as regards their academic calendar, i.e. the actual dates for the semester(s) you will spend there. This does not need to be in the form of an official Letter of Acceptance, but rather a print-out from the host university's web page, or an excerpt from their Fact sheet.

### INSURANCE

Please make sure that you have read about the Student Out (*Student UT*) insurance on our website (with links to the Kammarkollegiet, which is the issuing organisation):

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/du-som-har-nominerats/praktisk-information/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/du-som-har-nominerats/praktisk-information/)

If you are going to study in Europe you need to bring your health insurance certificate, which you can get at *Försäkringskassan*. For more information, please have a look at:

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/du-som-har-nominerats/praktisk-information/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/du-som-har-nominerats/praktisk-information/)

### INFORMATION FOR ERASMUS+ STUDENTS

#### Scholarship

Students studying within Europe\* can apply for the Erasmus+ scholarship. Please make sure to do so online, at least two months prior to your departure:

[www.lu.se/studera/studera-utomlands/stipendier-for-utlandsstudier/erasmus/erasmus-stipendium-for-studier](http://www.lu.se/studera/studera-utomlands/stipendier-for-utlandsstudier/erasmus/erasmus-stipendium-for-studier)

Please note! Applications that are submitted after the start of the exchange period will be denied.

*\*University of Copenhagen and University of Iceland are not included in our Erasmus agreements. These agreements are bilateral agreements and do not include an Erasmus scholarship.*

*Students travelling to the United Kingdom during the autumn semester 2020 will receive the Erasmus+ scholarship. It is not yet clear if this will be the case for students travelling during the spring semester 2021. Please monitor the ongoing EU/UK negotiations here, [www.uhr.se/om-uhr/detta-gor-uhr/aktuellt-om-brexit/](http://www.uhr.se/om-uhr/detta-gor-uhr/aktuellt-om-brexit/)*





### Language test

If you are going on exchange studies to a university that is part of the Erasmus+ programme (most universities in Europe) you are required by the European Commission to assess your language skills before and after your mobility period. It is the language in which you are going to study you need to assess. The result of the test will not determine whether you will be admitted or not and it will not be sent to your host university. The purpose of the test is rather for you to be able to evaluate your level of language proficiency before and after the exchange study period.

You will receive a separate email regarding the assessment procedure. You can find more information here:  
[www.lu.se/spraktest-och-sprakkurs-online-for-erasmus-studenter](http://www.lu.se/spraktest-och-sprakkurs-online-for-erasmus-studenter)

### Learning Agreement

You need to fill out a Learning Agreement before your mobility period starts. Please hand in the form to the HT-International Office at the latest on 6 May for the autumn semester and on 31 January for the spring semester.

You can download the Learning Agreement from this web page:

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytes-studier/du-som-har-nominerats/ansokan-till-varuuniversitetet/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytes-studier/du-som-har-nominerats/ansokan-till-varuuniversitetet/)

Make sure to pick up your *Student UT* insurance letter at the HT-International Office.

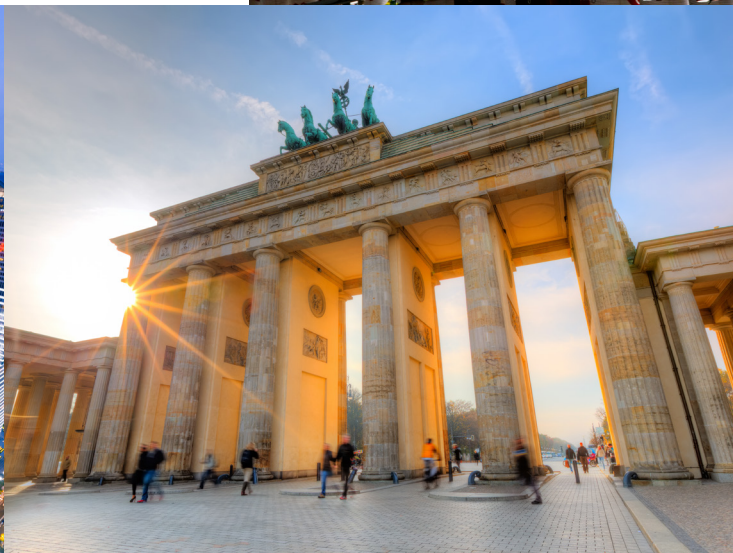
We hope that you will enjoy your exchange period abroad!



JOINT FACULTIES  
OF HUMANITIES  
AND THEOLOGY



“One’s destination is never  
a place, but a new way of  
seeing things.”  
– Henry Miller



# DURING YOUR EXCHANGE PERIOD

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After you have arrived to your host university there are many things you need to sort out. Please make sure that the following steps are taken.

☐ REGISTER IN LADOK

☐ STUDENT AMBASSADOR

☐ CHANGES TO LEARNING AGREEMENT

☐ IN CASE OF EMERGENCY

## REGISTER IN LADOK

Make sure to register your exchange period in Ladok once you have arrived to your host university. Information on how to do that can be found here:

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/pa-plats-utomlands/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/pa-plats-utomlands/)

## CHANGES TO LEARNING AGREEMENT

For Erasmus+ students:

Once you have arrived on location and you realise that the study plan you wrote needs to be revised (old courses have been cancelled, new ones added) you need to fill in Changes to Learning Agreement.

If your credits are only to be transferred, you are free to make changes to your choice of courses, as long as the courses can be deemed relevant to your degree programme. In that case, just notify your coordinator in Lund of the changes. If the credits earned abroad are from courses to be recognised on your return to Lund, it is important that you contact the course director at your home department. Attach a course description and a reading list for each new course. You can then decide together on a new combination of courses.

Before you send the Changes to Learning Agreement to your coordinator at Lund University make sure it is signed by your coordinator at the host university as well as by yourself.

You can find the document on the following webpage:

[www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/pa-plats-utomlands/](http://www.ht.lu.se/utbildning/internationella-mojligheter/utbytesstudier/pa-plats-utomlands/)

## STUDENT AMBASSADOR

When you are abroad, please remember that you are an ambassador for Lund University. If you have the opportunity we want you to present Lund University at Study Abroad Fairs, different meetings, for students as well as for staff. You can find information material and presentations here:

[www.staff.lu.se/support-and-tools/communication-and-graphic-profile/communication-planning-and-message/presentation-material](http://www.staff.lu.se/support-and-tools/communication-and-graphic-profile/communication-planning-and-message/presentation-material)

## IN CASE OF EMERGENCY

Keep the Insurance Letter handy and make sure to be aware of the conditions of the insurance.

If anything happens contact:

Falck TravelCare

+46 8 587 717 17

Email: [fga@se.falck.com](mailto:fga@se.falck.com)

# AFTER YOUR EXCHANGE PERIOD

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After you have arrived home do not forget to tick off the following boxes.

☐ TRANSFER OF CREDITS

☐ TRAVEL REPORT

☐ REPORT – ERASMUS+ MOBILITY TOOL (IF APPLICABLE)

## TRANSFER OF CREDITS

Make sure to get in touch with the HT-International Office or your study advisor regarding the transfer of credits of the courses you have studied during your exchange period. We will transfer your credits as soon as you have finished your travel report.

## REPORT – ERASMUS+ MOBILITY TOOL

If you are an Erasmus+ student, you have to fill in this report in order to receive your final Erasmus+ scholarship. Information will be sent to your email address.

## TRAVEL REPORT

Travel reports are great reading for future exchange students and for your coordinators. Students will be inspired and get a lot of good advice from reading the reports, and it is a good evaluation tool when assessing our partner universities. We will transfer your credits as soon as you have uploaded your travel report in the database.

<https://utlandsstudier.lu.se/>