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LUND UNIVERSITY
Faculty of Science

Faculty Office
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Guidelines and information concerning incoming Erasmus interns at the Faculty of Science, Lund University

This document tries to explain the basic rules that apply for incoming Erasmus interns (traineeship), and clarify who is responsible for the different stages of managing interns. The aim is to avoid problems for incoming interns, and make it easier for departments who wish to accept interns.

Definition of an Erasmus intern:

Erasmus interns are higher education students within the EU who spend 2–12 months of their study programme (or shortly after a programme of study) as an intern at a company, organisation or institution in another EU country.

Erasmus interns are not Erasmus students. There is no *exchange agreement* between LU and the intern's home university as a basis for this mobility. Lund University can be equated with a company in this regard. However, an agreement must always be drawn up (see point 1.2 below). The intern will receive a scholarship through their home university during their internship.

1. Procedure for accepting an Erasmus intern:

- 1) The Erasmus intern contacts teaching/research staff at a Faculty of Science department. If the intern contacts the Faculty Office or another LU unit, his or her request will be forwarded to the department. The department, or research group the request has been forwarded to, is responsible for responding to the request (even if it was first sent to another LU unit).

Financial and strategic aspects for the department to consider:

- a) Erasmus interns will not generate any financial reimbursements for the department. The intern will, however, receive an Erasmus scholarship to partly cover the costs of travel and accommodation. The scholarship is managed by the intern's home university.
- b) The benefits from having an intern must be weighed against the resources that will be spent on the intern rather than on training admitted students at the department.

- 2) Following approval by the head of department, the teaching staff/researcher agrees to supervise the Erasmus intern during a period of 2–12 months, in which case
- a) a so-called *Learning Agreement for Traineeships* is to be drawn up between the intern, the intern's home university, and the supervisor at the Faculty of Science, in accordance with the EU Commission's guidelines. The supervisor in charge at the Faculty of Science will process and sign the Learning Agreement for Traineeships after approval from their head of department.
 - a) The host department is responsible for the registration of the intern in LADOK according to "Manual LADOK Praktikhantering"
<https://lu.app.box.com/s/qq69uze8eksbobd42x14iy2vrfea4ko/file/435821484117>

To be able to make the registration the intern needs to have a so called "T number" in LADOK.

1. Check if the intern is listed in LADOK, for example as a former exchange student.
 2. If the intern is not listed in LADOK, send an e-mail with the following information: the intern's name and surname, date of birth and gender, to support@ladok.lu.se and ask for "a "T number" for an incoming intern"
 3. LADOK will inform the host department about the "T number"
 4. Registration according to the LADOK manual listed above is now possible.
- 3) Erasmus interns *are not permitted* to take courses at Lund University during their internship at the Faculty of Science.
- a) Erasmus interns are just that – interns – and are therefore not permitted to take courses or acquire academic qualifications at Lund University during their internship at the Faculty of Science.
 - b) After completing the internship, the intern must not be issued any certificate indicating that the internship corresponds to a certain number of credits. Any requests for being awarded credits for the internship at the home university must be established before the start of the internship, and is entirely the responsibility of the home university. The supervisor at the Faculty of Science is to comply with and satisfy the conditions for supervision, in accordance with the EU Commission's guidelines which are included in the *Learning Agreement for Traineeships*. By signing the Learning Agreement, the supervisor undertakes to fill in and provide the

intern with a “Traineeship Certificate” after completing their internship. No other certificates may be issued.

2. Insurance:

Erasmus interns are insured during their internship at the Faculty of Science. Anyone who in some form participates in activities at Lund University is insured during their stay here. Incoming interns are covered by a combined insurance from Kammarkollegiet called ”Insurance for foreign visitors”. The insurance covers emergency hospital and dental care, as well as provides liability and property protection.

For the complete terms of the insurance see:

<https://www.kammarkollegiet.se/download/18.2a0f43e516ca9d5f5be59dd/1566373540670/insuranceforforeignvisitors2018-01-01.pdf>

EU citizens should also carry their European Health Insurance Card (EHIC), which entitles them to healthcare at the same cost as for Swedish citizens. The EHIC is to be ordered from the national social insurance agency of the home country.

The ”Insurance for foreign visitors” is a group insurance and only starts to work if and when something happens. If something happens:

- 1) The intern pays the costs in advance and keeps the receipts
- 2) The intern fills out a claim form. Original receipts must be attached. The claim form can be downloaded from Kammarkollegiet’s website.
- 3) The claim form must be *signed and sent by the supervisor* to Kammarkollegiet

The intern do not need an insurance certificate to prove their insurance status in Sweden, to bring when visiting a health care centre for example. If the intern needs a certificate for other reasons, for example to prove their insurance status in Sweden to an authority in their home country, the supervisor at LU can issue such a certificate. (The insurance certificate template is updated each year. Contact insurance coordinator Ylva Sörhede, External Relations, studentinsurance@er.lu,.se for the latest version)

Dental care: Regulations for medical care do not apply to dental care in Sweden in general. In most cases, incoming students and interns are not entitled to subsidised dental treatments, no matter if they are registered as residents or not, and will generally have to pay the total cost of a treatment. The ”Insurance for foreign visitors” covers *emergency* dental care up to a maximum of SEK 3000 per year. Emergency dental care means resulting in the patient becoming free of pain and infection, provisionally filling in any visible gaps and ensuring there is an adequate chewing surface.

3. Erasmus interns and LU access cards:

The host department is responsible for registering the intern as a visitor in Lucat, which will generate an LU identity in the form of an email account and the possibility to issue an access card for the intern.

4. Erasmus interns and accommodation:

Erasmus interns are primarily to be referred to the private housing market (check Bopoolen: www.bopoolen.nu/en or KCHousing: www.kc.lu.se/english/employee/service/lodgings/). Since they cannot become a member of Studentlund (see below) they cannot get accommodation through AF Bostäder. The intern is responsible for arranging their own accommodation, with possible assistance from the department.

Master's students and exchange students are given priority in terms of housing provided by LU Accommodation (LUAcc), however during periods of low occupancy Erasmus interns may also be eligible for housing through LUAcc.

5. Erasmus interns and Studentlund:

This is a frequently asked question from incoming interns. An incoming intern to Lund University can in general not become a regular member of Studentlund. This is due to the fact that incoming interns do not receive any credits at Lund University and therefore are not students, instead the status of incoming interns are compared to staff. However, if an intern brings a valid student card from their home university they may buy a guest card for the student nations. For more information about this the intern should contact one of the nations directly.