



September 2021

LUND UNIVERSITY
Faculty of Science

Guidelines and information concerning incoming Erasmus interns at the department of Biology

1. 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. The intern will receive a scholarship through their home university during their internship.

2. Procedure for accepting an Erasmus intern:

Before the intern arrives:

The Erasmus intern contacts a researcher/supervisor at the department.

Financial and strategic aspects for the department to consider:

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.

The researcher/supervisor agrees to supervise the Erasmus intern during a period of 2–12 months. Approval by the Jep Agrell, Jep.Agrell@biol.lu.se, is needed.

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 will process and sign the Learning Agreement for Traineeships after approval from their head of department. You may check the insurance and liability conditions with Lotta (Lotta.Persmark@biol.lu.se) if you are working in the Ecology building or Tina (Christina.Ledje@biol.lu.se) if you are working in the Biology building.

Ask Lotta or Tina to write an **Insurance certificate** as well as an **Information letter** addressed to the intern. They will personalize these documents from available templates.

Ask the intern to send a copy of the Learning agreement together with a copy of the passport or ID card to Jóhanna Bjarney Jónsdóttir, johanna_bjarney.jonsdottir@biol.lu.se, at the Education office in the Ecology building. Johanna will perform the special registration for Erasmus interns in LADOK. This registration will generate an LU-ID number for the intern and is also the basis for statistics of internationalization.

After the intern arrives at LU:

The intern should be registered as a visitor in Lucat. This will generate an LU identity in the form of an email account and the possibility to issue an **access card** for the intern. Help the intern to fill in a [form for establishment in Lucat](#). Use the LU temporary personal number generated from LADOK (see above).

Erasmus interns *are not permitted* to take courses at Lund University during their internship at the Faculty of Science.

After completing the internship:

By signing the Learning Agreement, the supervisor undertakes to fill in and provide the intern with a “Traineeship Certificate” after completing their internship in accordance with the EU Commission’s guidelines which are included in the *Learning Agreement for Traineeships*. No other certificates may be issued. The intern must not be issued any certificate indicating that the internship corresponds to a certain number of credits at LU. Any requests for being awarded credits for the internship at the home university is entirely the responsibility of the home university.

3. 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: [Kammarkollegiet - insurance for foreign visitors \(updated 2021\)](#).

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. As mentioned above, Lotta or Tina can provide an insurance certificate for the intern.

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.

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.