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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

In recent years, Lund University has noticed a significant increase in the number of Erasmus interns wanting to do an internship at the University. Furthermore, in connection with the new Erasmus programme *Erasmus+*, launched in 2014, there are new rules that anyone who wants to accept new interns must be aware of.

This document tries to explain the basic rules that apply for incoming Erasmus interns, 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 3–12 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 2 below). The intern will receive a scholarship through their home university during their internship.

Procedure for accepting an Erasmus intern:

- 1) The Erasmus intern contacts teaching 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 them 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 3–12 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.

More information is available here (including the annex):

ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships_en.pdf

- b) the registration of Erasmus interns is to be performed in a special Ladok function – SA04. Each department needs to determine who is to perform the registration, and information on this is to be sent to Kristina Miolin at the Faculty Office. This is to enable the Faculty Office to forward information on any change of procedure. In connection with the registration, a so-called P number (a type of temporary personal identity number) is created for the intern in Ladok at Lund University.
- 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.
- 4) 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 GIF, but for this to work the intern must be registered in Ladok (SA04). The insurance covers emergency hospital and dental care, as well as provides liability and property protection.

For the complete terms of the insurance (GIF), see:

<http://www.kammarkollegiet.se/sites/default/files/Terms%20and%20conditions%20Swedish%20State%20Group%20and%20Personal%20Insurance%202015%2C%20%28PDF%2C%20559.43%20KB%29.pdf>

If the *intern receives credits for the internship at the home university*, and there is an agreement between the Faculty of Science department and the intern's home university (which is a requirement, see point 2 above), they are instead covered by the Student IN insurance.

For the complete terms of the insurance (Student IN), see:

<http://www.kammarkollegiet.se/sites/default/files/Terms%20and%20conditions%202015%20StudentIN%20insurance.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.

- 5) 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 access card for the intern.
- 6) Erasmus interns and Studentlund:
According to Kuratorskollegiet (a collaborative body between the student nations in Lund), incoming Erasmus interns can participate in activities at the student nations. The situation is still somewhat unclear, but to become a member of a nation, the intern will need a Ladok P number (see point 2b above).
- 7) Erasmus interns and accommodation:
Master's students and exchange students are given priority in terms of housing provided by LU Accommodation (LUAcc). During periods of low occupancy, Erasmus interns may also be eligible for housing through LUAcc. Otherwise, Erasmus interns are to be referred to the private housing market. The intern is responsible for arranging their own accommodation, with possible assistance from the department.