



LUND  
UNIVERSITY

# Application Guide

INCOMING EXCHANGE STUDENTS 2017-2018



This guide is intended for nominated exchange and study abroad students in order to facilitate the application process to Lund University.

Please note that students who are nominated to agreements signed with Lund University School of Economics and Management, LUSEM, or Faculty of Engineering, LTH, use a separate application system for applying to Lund University.



### 1. LOGIN AND ACCESS

When your home university has nominated you in our application system you should receive an email containing a web link, access code and some additional information. Once the application period is open you can click on the link provided in the email and be directed to the application portal shown on the picture to your right. Use the Access Code provided in the email to log in. If you cannot login make certain you entered the correct password and that you did not enter any blank spaces before or after the password.

### 2. INFORMATION FOR APPLICANTS

In the header of the application page you will be able to find information specific to your application. Read the information and follow all instructions given.

### 3. APPLICATION PERIOD

Here you can see what semester your home university has nominated you. If the period is incorrect you should cease to fill out the application. Instead you should contact your international coordinator at your home university and ask them to change their nomination.

Autumn semester: August–January  
Spring semester: January–June

### 4. PERSONAL DETAILS

Fill out the all personal data. Be mindful to enter the correct information since it will be used by Lund University to create your student account.

### 5. CURRENT CONTACT INFORMATION

Fill out all fields. Do not write your full address in the Address field. Instead write only your street address in the Address field, your zip code/postal code in the Postal code field and your city in the City field.

### 6. CONTACT PERSON IN CASE OF EMERGENCY

Lund University will contact your contact person in case of emergency during your stay in Lund. Remember to ask the person for permission to submit their contact information.

## 7. ACADEMIC BACKGROUND

7.1) Fill out your major field of study. In case of double majors write down both.

7.2) If you are currently studying courses that do not appear on your submitted transcript, you should include them here. You should, as soon as you have the results, send an updated transcript to Lund University that contains all completed courses.

7.6) Enter the number of credits that constitutes a full year course load at your home university. Use the credits/units used by your home university.

## 8. ARRIVAL AND DEPARTURE

Fill out the intended arrival and departure dates. If you have specific reasons and need to arrive after Arrival Day you should contact your coordinator at Lund University.

See the Lund University Academic Calendar:

[www.lunduniversity.lu.se/calendar](http://www.lunduniversity.lu.se/calendar)

## 9. OTHER INFORMATION

A lot of incoming students find the International Mentorship Programme (IMP) and the Introductory Swedish Language Course (SUSA) useful, however, both of them are voluntary.

It is important that you read the information regarding eligibility requirements since it is of vital importance to your admission to courses.

The statement regarding "unsigned application" refers to attached official documents, i.e. transcript. All official documents need to be signed in order to be considered.

## 10. UPLOAD FILES

Upload the documents that are requested at the top of the application page. In order to facilitate a quicker process the .pdf format is preferred. Unreadable documents may result in delays of the application process.

Upload transcripts from all your previous studies if you have studied at more than one university. Upload each document as one file, do not split the transcript into several different files.

## 11. COURSE APPLICATION

Before you start to add courses it is important that you read the information regarding admission requirements.

[www.lunduniversity.lu.se/exchange-requirements](http://www.lunduniversity.lu.se/exchange-requirements)

Each semester at Lund University is divided into two study periods:

- Autumn semester (August – January) consists of study period 1 and study period 2.
- Spring semester (January – June) consists of study period 3 and study period 4.

While many courses only cover one study period some will run in two periods. This is determined by the size and pace of the course. E.g. a 15 credit course on full pace can be held in a single period but another 15 credit course given at half-pace and may cover two periods.

**Academic background**

Main field of study:

I am currently studying/have studied courses (all subjects) that can be considered as prerequisites for my period of study, and are not presented on my enclosed Transcript of Records

Number of higher education study years completed at the time of application \*

Name of degree for which I am currently studying

Total number of years to complete the degree

Number of credits/units per year for full-time studies (full workload)

**Other information**

Do you wish to participate in the International Mentorship Programme?  
 Yes  No  
[Read more at www.lunduniversity.lu.se/mentor](http://www.lunduniversity.lu.se/mentor)

Do you wish to participate in the Introductory Swedish Language Course – SUSA during the orientation weeks?  
 Yes  No  
[Read more at www.sol.lu.se/en/ifs/susa/](http://www.sol.lu.se/en/ifs/susa/)

Link to eligibility requirements  
[www.lunduniversity.lu.se/exchange-requirements](http://www.lunduniversity.lu.se/exchange-requirements)

I hereby confirm that I fulfil the application requirements. I am aware that my application will not be considered if incomplete, unsigned or late \*

Courses can be found on the various webpages of the faculties. See links to all the faculties' course pages: [www.lunduniversity.lu.se/find-exchange-courses](http://www.lunduniversity.lu.se/find-exchange-courses)

Note that not all courses given at Lund University are suitable or available for incoming exchange students. While some faculties have issued specific lists of courses available for exchange students others have not. If you enter a course code/course name in the application system and do not find a match then the course is not a valid option for exchange students.

Lund University does not have an add and drop period and will only change your study plan once you have been admitted if there is a valid reason why you cannot take a specific course.

Before adding a course consider the following:

- Make sure that you meet the pre-requisites of the course
- Discuss your study plan with your home university and, if you intend to transfer the course credits back home, receive your home university's approval
- Read the description of the course and consider aspects such as course contents and grading (i.e. pass/fail) to make sure it will be approved by your home university.
- You should also consider at this stage if you are prepared to attend the course that you are admitted to. Please keep in mind that there is no official add and drop period at Lund University. The courses you get admitted to are the ones you are expected to attend while in Lund.

If you are nominated for one semester two study periods will be visible; if you are nominated for two semesters all four study periods will be visible. Students coming for a full year still only pick courses for their first semester when they apply. **Full year students add courses for the second semester after arrival.**

To add courses to the application simply press the blue symbol (+). All courses in the application are sorted by the study period in which they start.

While Lund University strives to give all students their most preferred courses we strongly recommend that you add alternative courses in case we should not be able to offer the course you desire. For each course you select you can add up to two alternative courses. Since not all courses have their schedules published by the time you submit your application it is advisable to add alternatives in case two courses should turn out to clash schedule-wise.

If you are admitted to a course we will assume you prefer the course over the alternative courses. Adding a course several times will not increase your chances of getting admitted to the course. Once you have added all the courses you want to apply to for your first Study period do not forget to enter courses for the second period of the semester. Ideally regular exchange students should study 15 credits in each study period for a total of 30 credits per semester.

The field Extra should only be used for courses that for one reason or another do not follow the regular study period. Below you can find an example how a course application can look for an exchange student nominated for a full year with courses for the autumn semester.

The official academic year at Lund University is divided into two semesters (autumn and spring), each lasting 20 weeks. The autumn semester usually runs from early September to mid-January (period 1 and 2). The spring semester runs from mid-January to early June (period 3 and 4). Lund University also offers courses during summer (period 4). The exact dates vary and it is advisable to look up the current dates on <http://www.lunduniversity.lu.se/admissions/why-study-at-lund-university/academic-calendar>

Read more about available exchange courses at <http://www.lunduniversity.lu.se/find-exchange-courses>.

**Period 1**

	Course code	Credits	Language	Start period	End period	Course name
Main choice	FERG10 Change	7,5	English	1	1	Strategic Organizing
Alternative 1	FERH45 Change	7,5	English	1	1	Leadership and Change Management
Alternative 2	FERH45 Change	7,5	English	1	1	Managing and Developing Organizations
Main choice	SASA20 Change	7,5	English	1	1	Education, Culture and Lifestyle in Sweden
Alternative 1	SVEE11 Change	7,5	Swedish	1	1	Swedish for Exchange Students, Level 1
Alternative 2	Select course code.					

**Period 2**

	Course code	Credits	Language	Start period	End period	Course name
Main choice	SASH81 Change	7,5	English	2	2	One World, One Language
Alternative 1	Select course code.					
Alternative 2	Select course code.					
Main choice	SAS01 Change	7,5	English	2	2	Greening the Economy - Lessons from Scandinavia
Alternative 1	SASE21 Change	7,5	English	2	2	Social innovation - a strategy for sustainability
Alternative 2	sase1					
	SASE21 - Social innovation - a strategy for sustainability					
	SASE31 - International Economics					

**Period 3**

	Course code	Credits	Language	Start period	End period	Course name
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## 12. SAVE AND SEND

Once you have completed your application do not forget to press the save and send button located at the end of the page. You will be able to change your application up until the application period closes. Lund University will review the application and send an electronic Letter of Acceptance as well as a summary of what courses you have been admitted to by email. The documents will be sent to the email address provided in your application.

We strongly advise you to apply for accommodation as soon as possible.

[www.lunduniversity.lu.se/housing](http://www.lunduniversity.lu.se/housing)

Save and send



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[www.lunduniversity.se](http://www.lunduniversity.se)

**LUND UNIVERSITY**

Box 117  
SE- 221 00 Lund  
Tel +46 46-222 00 00  
[www.lunduniversity.se](http://www.lunduniversity.se)