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International Mentor Handbook

General Information



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Things to consider as a mentor

This is a summary of good things to have in mind when you do your planning as an international mentor. It is suppose to be a guideline and a suggestion of what could be done. I would like to thank the international mentor, Victor Norgren, for helping me to put all these good tips and ideas together!

The Welcome E-mail

This is your first contact with your mentor group. Please send it as soon as possible! It is not unusual that the international students travel before coming to Sweden so the access to Internet might be limited before upon their arrival to Lund. Make a good and serious impression! The most likely thing is that they will have another cultural background than you, so have that in mind.

These questions should be answered in the welcome e-mail:

- What are your intentions with the mentor group?
- Who are the mentors? Some personal information about you, what you study, age, spoken languages (even bad ones i.e. 3 years of forgotten high school German), nationality, and preferable also some contact information (MSN/ICQ/Skype, cellphone) that you fell comfortable to give out. It would also be good if you mentioned if any of you are going to be active during the Arrival Day.
- What is your current schedule? A plan for at least the two coming weeks, if not more, is preferable. Even some unscheduled future events might be mentioned. Most important, when and where is your first meeting?
- What could be good to know when you are a newly arrived student to Lund and Sweden? For instance, that alcohol is the only legal drug here, unlike international roamers.
- Does the mentor group exist on an online community (i.e. Facebook) that they could join?
- Does the group have any nickname to make it easier to associate with it?
- When and where is the Welcome Party and what are the mentor group's plans? (more info coming soon)
- Brief information about the Skåne Tour and where to buy tickets etc.

And don't forget to welcome your "kids" on the block! Also ask them to write something back about themselves.

Remember that most international students arrive in Lund on January 12th or earlier, so please send the welcome e-mail as soon as possible! Also include the contact information to all the members of your group with your Welcome E-mail so the international students can contact each other as well. It is also very important that you send a copy of the Welcome E-mail to fadderi@stu.lu.se so that you will be able to receive your mentor certificate by the end of the semester.

If you are not able to be in Lund during the orientation weeks, please tell your fellow mentors in the group. If none of you can be in Lund during the orientation weeks, write this in your Welcome E-mail and also state when, where and how you will have your first activity together.



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Schedule and activities

In the beginning is it very important to have some social activities, so your group gets a chance to interact and form a relationship. The first activity is without comparison the most important one. Those who do not show up here, will probably never show up at all, so make sure that your Welcome E-mail emphasizes the use and fun of your first activity; preferably a city tour, since it is both business and pleasure. The first activity should not be held later than one or two days after Arrival Day, and not earlier than 4 pm because many of the students have Swedish class or other matters to attend to that are related to the university. The longer you wait to organize the first activity the less likely is it that people will show up. Even if not all mentors can attend an early first appointment make sure that at least two of the mentors can be there, it is more important that they get a chance to meet the group as soon as possible than to meet all the mentors as soon as possible.

The meeting spot of your first activity should be one of the following places: The AF-building or the train station, two well-known places for the international students. If your group has decided to have a city tour some suggestions will follow. It would be good if the group had a sign with number and nickname. Have a plan of what to see. Prepare yourselves so you actually have something to say about what you are going to see, nothing long but something that is interesting to know. Good places to visit: one of the Systembolaget shops, Mårtenstorget, Gerdahallen, UB, the Cathedral, H&M, Stadsparken, Universitetshuset and many others. After your city tour a dinner somewhere could be a good idea, both because they are probably hungry and that this your first chance of receiving a feedback from the mentees what they expect and want to do.

The first two weeks, perhaps 2-3 activities per week is recommended to build up a sustainable group of enthusiastic exchange students that just yearn to come to the next activity. It is in the beginning that the need of a mentor group is the biggest.

What is a good activity?

An activity that is tempting for the exchange students to attend does often have some connection to Sweden. If students travelled half around the world to come to this cool place up north they are surely interested in our costumes. Food is also an issue that attracts students no matter where they come from. Just be sure that you state as many details as possible regarding your activity when you invite the students. There are a lot of choices to spend the spare time in Lund and the activity they know the least about, they tend not to choose to attend. How about parties? Not all students like to party all night once every week, and it is important to respect that. Those individuals who do like to do so, will find ways to make it happen, no matter what the mentor group does. A sitting might be nice since it is both social and a pleasant experience of Swedish student tradition. There are also international sittings for beginners at several nations.

Another note, if you are going to have an activity that will cost money, i.e. bowling, accept money before you book the lanes.

No matter how ambitious the planning may be, the group is not going to work unless the mentors themselves are on friendly basis. Try to get to know each other a little before the action starts with the group. It would also be preferable to have one person in charge of economical matters for the group. Money issues are a frequent source of discussion and irritation.



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Twin Groups

All international mentor groups will receive a twin group. The main purpose of your twin group is to have a partner group if you want to arrange bigger events, such as a sittning, “brännboll tournament” or other sport activities. You will also meet more people from other groups and you can help each other in planning activities. And, if worst case scenario would occur, if the mentor group falls apart or if not enough students participate in your events, you can always combine the two groups or join the other group.

Communication with Fadderiet

Information from Fadderiet will be sent out to you by e-mail. A Facebook group will also be available. You can always reach the international mentor coordinator on fadderi@stu.lu.se, if you have any questions or problems.

Mentor Certificate

As a reward for being an international mentor you receive a certificate from Lund University with signature and stamp. This certificate can be helpful both when you are planning to study abroad yourself and when you apply for a job. To receive your mentor certificate you need to arrange and/or participate in at least three different activities together with your mentor group and send a copy of the Welcome E-mail to fadderi@stu.lu.se.



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Orientation Weeks

During the orientation weeks most of the international students will be busy during the days; among other things they will take Swedish classes.

Swedish Language and Orientation Programme – SLOP

SLOP is the crash course in Swedish the exchange students can apply for. This course has to be applied for in advance and there is no possibility to apply on site. The students who have applied will find all necessary information in the Personal Envelope they receive when checking in on Arrival Day. If the student has applied but not been divided into a group, they need to contact the SLOP office in the AF-building during Arrival Day or call the office before the course starts.

Courses

You are very welcome to answer general questions about education and life as a student in Lund, but specific questions about the students' courses must be directed to the student's coordinator.

Skåne Tour

During the orientation weeks, two excursions through the south of Skåne will be arranged for exchange students. As you probably know, Fadderiet and International Desk are hosting the excursions and international mentors will help as guides during the days. We will sell tickets during Arrival Day and remaining tickets will be sold during the General Information Market. Please include this information in your Welcome E-mail as well. More information on prices etc will be sent to you from the mentor coordinator.

International Housing Office (IHO)

A common question many mentors get from international students is if you can pick up their housing key if they arrive after Arrival Day or when Arrival Day is closed. Usually it is just the student or the student's coordinator who can get the housing keys. All students arriving late, outside office hours, are directed to go to the hostel, Tåget, or some other accommodation and visit IHO the following day.

Often mentors receive questions from students about housing. It is not your job to find a place for the international students to live, but you can recommend them to search in BoPoolen. Of course, if you happen to know someone who wants to let their apartment or room, you can let the international student know.

International Housing Office	BoPoolen – The Housing Pool
Visting Address: Gamla Kirurgen, Sandgatan 3	Website:
Phone: 046 – 222 74 34	http://www.bopoolen.nu/english/index.php?
Fax: 046 – 222 88 95	Phone:046-2221775
E-mail: iho@se.lu.se	E-mail: bopoolen@lus.lu.se



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So, now it's your turn. Get started as soon as possible and make the most of this opportunity to meet people from all around the world, and maybe, friends for life! Good luck and have fun!

Please, don't hesitate to contact the international mentor coordinator if you have any questions (fadderi@stu.lu.se).

Thank you for being an international mentor!