



LUND
UNIVERSITY

Studies abroad, application period for University-wide-agreements at Lund University

This information is a short translation of the “LUUP-handboken”, which is written in Swedish. You can get a copy at the Student Service Reception Desk in the building “Gamla Kirurgen” (located at Sandgatan 3 in Lund).

There are three different ways to study abroad, as a student at Lund University:

- **Department and Faculty agreements:** Subject/area specific agreements with mainly European universities. Application deadline and more information can be found at the department’s webpage’s, or you could visit them at their office hours.
- **University-wide-agreements, LUUP:** Agreements that all students at Lund University can apply for. These agreements are handled by the International Student Mobility Group at Lund University. The application period for universities in North America, Latin America and Asia is between October 1 and November 1. The application period for universities in Australia, New Zealand, Europe, the Nordic countries, Russia and summer courses is between February 15 and March 15. Note that the competition is fierce for a place at some of the more popular universities.
- **Free mover:** You can apply to universities abroad on your own. Then you have to arrange everything yourself and if there are fees, you have to pay those yourself. You also need to get a valid insurance by yourself.

Please note! Regarding the choice of courses, always contact your coordinator before you make a *final selection* of courses, to be sure that the courses can be included in your degree at Lund University.

LUUP (University-wide-agreements)

Requirements:

You need to have studied 30 credits at university level

You need to be registered for fulltime studies at Lund University

You need to make a Study Plan

You need to have sufficient knowledge in the language of instruction at the university that you apply to.

How to prepare the application

You can prepare your application by checking out which universities are available within the exchange programme, read through the information about by each university and try to find courses that you might be interested in taking.

There is a list of universities that are included in the LUUP-agreement at:

<http://www.lu.se/o.o.i.s/19519> click on: "Sökbara universitet..."

The list has links to detailed information about each university and the application codes you need to state in your application.

How to apply

In your application, you can select five different alternatives (universities or semesters). The on-line application is only available during the application period:

<http://www.lu.se/o.o.i.s/19519> click on: "Gå till ansökan (Nytt fönster)"

For translation of the application, see the appendix.

Before you start to fill in the document you need to know:

- Where you want to go and during which period.
- Which courses you want to study at each university.

After completing the application form on-line, print the application, sign it, paste a picture of yourself on the application form and hand it in together with the following documents:

- **Ladok-utdrag** (a transcript of your completed courses from Lund University in English), which you can receive from the course secretary. You also need to add your transcripts from studies at other universities than Lund University (including the grades for each course).
- **Study Plan** (in English): You need to make one Study Plan for each university that you apply for. Each Study Plan needs to state your name, the name of the University, the major subject area that you want to study, name of the courses and the code of the courses (if available) and the number of credits for each course, which department that is responsible for the course, which semester the course is given, and alternative courses.
- **Statement of Purpose** (in English): State why you want to study abroad, how the studies abroad relate to your studies at Lund University, the benefit of the exchange studies for your future career, the reason for you to select the universities that you have selected.
- **CV** (in English): The CV should include your education, knowledge of languages, work experience and other relevant activities and experience.

You have to make four copies of each document and make five identical applications.

Send the application to: Registrar, Lunds universitet, Box 117, 221 00 Lund or hand it in to Registrar in building Byrålogen, Paradisgatan 5C (Postbox, named "Registrar"). Registrar needs to have the applications on November 1 or March 15 depending on application period.

Nomination

The order of precedence is made by each Faculty but the final nomination is made by the Student Mobility Group. The criteria for the order of precedence is:

- Study results (number of credits and grades)
- Study Plan
- Statement of Purpose
- CV

The Faculty of Social Sciences also considers the spread of students with different majors, different sex and students studying on different levels (basic and advanced respectively).

The nomination is posted outside the International Desk in the building "Gamla Kirurgen" (located on Sandgatan 3 in Lund) in the middle of December (application deadline November 1) and beginning of May (application deadline March 15). The decision is also sent by e-mail to the nominated students. If you get nominated, you have to make another application to the host university.

In the end it is the host university that makes the final acceptance of each student.

Appendix: Translation of the on-line application form

Application form for Lund University Central Exchange Programme (LUUP).

-Prepare the application by reading the instructions carefully

-Fill in all the information. The symbol * indicates that the information is compulsory.

-After completing the form, push "Registrera ansökan" (register the application)

-Thereafter, a confirmation will be shown on your screen (including application number). Print the confirmation and sign it.

-Send the application/confirmation with all the other documents (transcripts, Statement of Purpose, Study Plan and CV) to: Registrator vid Lunds universitet, Box 117, 221 00 Lund.

Please note! The application is not considered unless it is complete, signed and sent to "Registrator".

Personal information

Name:

Sur name:

Personal Identification Number: (without hyphen)

Sex: Man Woman

Address

Street:

Postal number:

City:

Phone number:

Mobile phone:

E-mail:

Education

Faculty in Lund: Samhällsvetenskapliga fakulteten (Faculty of Social Sciences)

Educational Programme: Globala studier, masterprogram (Global Studies);

Genusstudier, masterprogram (Gender Studies); Utvecklingsstudier, masterprogram (Development Studies)

Major subject (e.g. political science, sociology, human geography, social work.)

Total number of credits in the major subject:

Minor subject:

Total number of credits in the minor subject:
Courses that I take right now:
Total number of credits at Lund University:
Total number of credits at Swedish universities:

Application codes

Application code 1:
Application code 2:
Application code 3:
Application code 4:
Application code 5:

Subjects that I want to study abroad:

I also apply for exchange studies at my department/faculty: Yes No

Other information

I have been an active member in the International Student Mobility mentors organization: Yes No

How did you get to know about this exchange programme?

Information meeting at my faculty/department

Poster

Teacher/Study Advisor

Friend

International Desk

Other

I have read the order of precedence that applies for my faculty.

I have read the instructions and I am aware that an incomplete application will delay the order of precedence and that I may not be nominated unless my application is complete.

When you have registered the application, a confirmation will be showed on your screen. You must print the confirmation and sign it.

Please note! The application is incomplete unless it is signed and sent to the correct address.

Register the application (registrera ansökan). Push this button.