

ONCAMPUS
LUND SWEDEN

IN COLLABORATION WITH



LUND
UNIVERSITY



Kristianstad
University
Sweden



SLU

STUDENT GUIDE 2019/20





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WELCOME



Dear Student,

Welcome to **ONCAMPUS** Lund Sweden, we are very much looking forward to meeting you.

We hope that your preparations for starting your studies with us are going well and that you are looking forward to the next exciting step in your education and learning. You may be just about to leave your home country for Sweden, or you may have already been studying in Scandinavia for some time. We are looking forward to meeting and welcoming you.

We believe that successful students need a strong learning community. During your time with us we hope you will be inspired to learn and to enjoy your learning, to develop new skills, to understand different cultures, and perhaps most importantly of all, to make friendships that will last a lifetime!

Monika Vranic – Centre Head

Telephone: +46 7 6316 8270

E-mail: mvranic@oncampus.global



If you need to contact centre staff in an emergency outside of office hours please call: +46706912454

IMPORTANT DATES

Academic Year 2019/20

Students should arrive at **ONCAMPUS** Lund Sweden on the weekend before the start date of your programme. Please check your CAS statement or confirmation of enrolment for further details.

Students on Art and Design UFP all courses at ONCAMPUS Reading will follow the same term dates, as follows:

Term 1 September start	16 September 2019 – 13 December 2019
Term 1 November start	11 November 2019 – 13 December 2019
Holiday dates	16 December 2019 – 03 January 2020
Term 2	06 January 2020 – 13 March 2020
Holiday dates	16 March 2020 – 20 March 2020
Term 3	23 March 2020 – 07 June 2020

Late arrival:

Please inform us of your arrival plans and flight details as soon as you have them. If you think you will arrive late you must tell us as soon as possible, as we may need to inform the Swedish Migration Agency. Please send all this information to admissions@oncampus.global or call +44 (0)1223 345698.

Returning home:

Students are advised to check with the Centre Head before booking their travel back home at the end of each term, particularly at the end of the course in case it is necessary to remain in order to receive results and be advised of next steps in your study plan. This could be two weeks after the official end of your course.

RESIDENCE PERMIT

Obtaining a Swedish Residence Permit

Students who are not citizens of an EU or EEA country must have a residence permit for study before they travel to Sweden. The authority responsible for issuing residence permits is the Swedish Migration Agency, Migrationsverket.

Once you are officially enrolled to the **ONCAMPUS** Lund Sweden programme and if you are a student from outside the EU/EEA, you must apply online at www.migrationsverket.se (recommended), or through the Swedish Embassy/Consulate in your country of residence, for a residence permit for studies.

It is strongly recommended that you make your residence permit application online (if possible) and make sure that you include the correct documentation. Applications for residence permits may under no circumstances be submitted after entering Sweden. If you are to support yourself with your own funds, you must submit your application **no earlier than three months before the date you are applying for a residence permit** from. This is because you will be able to show that you can support yourself close to the beginning of the study time and that your actions will not get too old.

Students can always contact the **ONCAMPUS** Lund Sweden team for assistance during the visa application process. Please also see the Migrationsverket <http://www.migrationsverket.se/English/Private-individuals.html> website for more information.

Residence Permit Application Process

- Fill out an application for a residence permit at <https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Other-types-of-study.html> uploading the required documentation.
- Passport pages that contain personal details (passport valid for at least three months)
- Admission decision or letter of acceptance
- Proof of ICS Complete (AON Student Insurance) health insurance
- Proof of ability to finance your study = 8,370 SEK x 10 months = 83,700 SEK
- Payment of SEK 1,000 (cost of residence permit)
 - The Swedish Migration Agency will process the application
 - Whilst waiting for a decision on the residence permit, visit the Swedish embassy or consulate-general in your home country to be photographed and fingerprinted. This is so that you can be given a residence permit card. You will use this alongside proof of your residence permit to travel to Sweden
 - You will receive an email stating that a decision has been made on the residence permit.

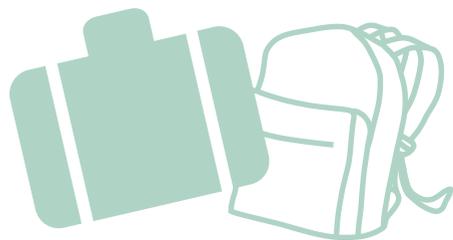


Ensure you collect/have received your residence permit card as you will need this alongside proof of your residence permit to enter Sweden.

Citizens of Japan, South Korea, USA, Australia, New Zealand, Canada and Monaco can arrange to collect their residence permit card on arrival in Sweden but must travel with proof they have been granted a residence permit.



WHAT TO BRING WITH YOU



You **MUST** make sure that you bring with you all the documents you will need to enrol:

- **Certificate of Enrolment (CoE) letter**
- **Passport with Residence Permit** (and Residence Permit Card if required)
- **Proof of payment OR sponsorship letter**
- **Original supporting academic documents (for example, High School certificate, IELTS, academic transcripts and for any documents not in English, official translations.)**

Important: You will need to show your **ONCAMPUS** enrolment documents to the Immigration Officer on arrival so make sure you bring them in your hand luggage. If you do not bring these documents with you, you will not be allowed to enrol.

Money

Swedish currency is the Krona (SEK), sometimes referred to as the Swedish crown. Most credit cards are accepted in hotels, most restaurants, large department stores and tourist attractions. However, you can't use a credit card for smaller transactions, for instance in the supermarket. Cash is still widely used. ATM's, Automated teller machines, can be found throughout all Swedish cities and on the university's main campuses.

Please note that personal, traveler's or international cheques are not accepted by Swedish banks. Students should bring their own credit cards.

Clothing and other items

You should have enough warm clothing for your flight and subsequent journey. Several layers of lightweight clothes are better than a single shirt or dress. It is probably cheaper and easier to buy warm winter clothing in Sweden rather than in your home country. It is worth bringing items of your national dress to wear at social events, and photographs of family and home may be of interest to new friends who would like to learn about other cultures. It is useful to bring some passport-sized photographs of yourself.

Luggage

You will usually have a free baggage allowance, which will be shown on your air ticket; this is usually from 20kg with a restricted weight of 32kg per single item of luggage. Only essential personal possessions may be brought in addition to research materials. You may be charged for excess baggage if you exceed the baggage allowance, so check with the airline before you leave if you are not sure of your allowance. You should make a list of everything you bring.

Preparations for your course

If you want to bring items of high value such as a computer or audio equipment, you should also bring receipts showing when and where they were purchased.

Climate

It is winter in Sweden from mid-November to the end of February. Snow is expected in most parts of the country, but in the southern parts there will probably be rain mixed with snow. The temperature varies between -10 to +5 degrees Celsius.

Spring arrives in the end of March and lasts throughout April and May. The temperature will rise to approx. 20 degrees Celsius.

The wonderful summer comes to Lund in June and stays until mid September. Summer temperature lies approx. between +17 - 30 degrees Celsius. In the autumn, September - November, rain starts to fall and the temperature decreases to app. + 5 degrees but can go below 0 degree Celsius.

Term	Average temp (max °C)	Average temp (min °C)	Average temp (max °F)	Average temp (min °F)	Total rainfall (mm)	Total rainfall (inches)
March to May (Spring)	14	3	57	37	1990	8
Jun to Aug (Summer)	19	10	66	50	194	8
Sept to Nov (Autumn/Fall)	17	4	63	39	274	11
Dec to Feb (Winter)	7	2	45	36	305	12

PAYING YOUR TUITION FEES

Fee payment information

Fees are due BEFORE the start of each term. Please do not be late with payment as eventually this will lead to you being suspended from classes until fees are paid in full and even removed from ONCAMPUS Lund Sweden.

We advise you to pay the total fees (€16,995 minus €2,200 deposit) before the beginning of the study year to not miss any deadlines (before the 1st of September 2019).*

Alternatively, you can pay the tuition fees in three instalments shown on the opposite page.

Sponsors

If your fees are paid for by your Government then you must ensure a copy of your financial guarantee has been passed to our administration office.

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

- your name and course
- the amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where we should send the invoice.

Please note: student sponsor invoices will be payable in full within 30 days of receipt of the invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

Refunds

Acceptance of an ONCAMPUS offer on payment of the minimum stated deposit constitutes a binding contract between the student and ONCAMPUS. Tuition fees are generally non-refundable – for full information please go to <https://www.cambridgeeducationgroup.com/about-us/ceg-refund-policy.htm>. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to ONCAMPUS before any refund can be initiated. ONCAMPUS will check with the appropriate Embassy/High Commission that the refusal is genuine and will charge an administration fee of €100 if a refund is given.

Tuition fees are non-refundable after the course has begun. Any notice to withdraw or cancel must be made in writing. If the cancellation is received before the start of term we will charge the forthcoming term's tuition fees. If the cancellation is made after the start of term then we will charge both the current term's and the following term's tuition fees.

Fee payment information

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme.

Tuition and Accommodation fees (if applicable) for each term of study at the Centre are due 30 days before the start of the relevant term we refer to this as the "due date". All fees are payable in Euros.

Three Term Programme*					
Terms		Tuition fees (standard)	Deposit	Registration fee	You will pay
Term 1	1st payment to be made by ?	€5,665	+ €2,200	+ €300	€8,165
Term 2	2nd payment to be made by ?	€5,665			€5,665
Term 3	3rd payment to be made by ?	€5,665	- €2,200		€3,465
Total					€ 17,295

***This is a guide only. Your full payment plan is available on request. Other costs will apply depending on the Programme of Study. Please contact the Main Office for further details.**

Fees can be paid via the following payments

International bank transfer



ONCAMPUS has partnered with Flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using peerTransfer you can be sure that your funds will arrive on time and that ONCAMPUS will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with flywire the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.

Visit oncampus.peertransfer.com to get started.

PAYING YOUR TUITION FEES

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Credit card (including Visa/Mastercard) or debit card

We do not accept American Express.

The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 447759 or contact the **ONCAMPUS** Lund Sweden team.

Direct transfer of funds

Please see your pre-arrival information packs for bank account details.

An additional €12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the Centre can identify funds on safe arrival into our account.

This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Any students withdrawing from an **ONCAMPUS** programme of study will be

reported to the Migration Agency and the British Embassy/High Commission in their home country as a curtailment of their programme. **ONCAMPUS** reserves the right to withdraw a previously available programme of study at its own discretion.

Where a student is unable to enrol on to a similar course at **ONCAMPUS** and the enrolment is cancelled then all fees will be refunded.

Please note: non-payment of fees can result in you being suspended or withdrawn from the programme.

Late payment may result in your being denied access to your classes which could have consequences for your academic career. Please make sure that your fees are settled immediately to stop the risk of any further action being taken. For details of your account please contact the **ONCAMPUS** office and request a statement.

Financial issues

Always remember we're here to help! If you are experiencing any financial difficulties then please contact us to discuss as we may be able to provide help or advice to assist you. Please be assured that any discussions will be held in the strictest confidence. You are responsible for managing your own

If you encounter any problems please contact your Personal Tutor as soon as possible.

Please do not ignore us

The worst thing you can do is nothing! If we do not receive payment and we have not heard from you by the due date then you may be excluded from classes or have further action taken against you. Please contact us, even if it is just to tell us that payment is on the way.

You can contact the **ONCAMPUS** Debt Collection team here:
Telephone: +44 (0) 1223 341308
Email: FinanceFOC@ceg-uk.com

CHECKLIST

Preparing to come to Lund

- Make sure you have a valid passport and passport photographs
- Satisfy the conditions of your offer (if applicable)
- Obtain a residence permit (and residence permit card if applicable)
- Apply for accommodation and pay the deposit
- Have medical examination and vaccinations (if applicable)
- Arrange medical/travel insurance
- Check your transfer to Sweden if you are travelling independently
- Buy currency and adaptors for electricity sockets

Before you leave

- Decide how to pay for your tuition fees and pay tuition fee deposit (if applicable)
- Check your luggage allowance and pack your luggage appropriately
- Put the emergency telephone numbers into your mobile phone (to be put in your hand luggage)
- Pack photographs from home, addresses and phone numbers of friends and family
- Pack all relevant original documentation or certified copies
- Confirm arrival date with the centre

WHAT TO EXPECT ON ARRIVAL IN SWEDEN

Immigration on your arrival

Passport Control

When you arrive at Copenhagen Airport you will need to pass through immigration so follow the signs to Passport Control. If the Immigration Officer asks you about the purpose of your visit then please explain that you will be studying in Sweden and make sure that you are able to show the following documents:

- Passport • Original academic documents (see checklist on p.26) • Proof of accommodation • Proof of Health Insurance • Certificate of Enrolment
- Residence Permit and Residence Permit Card (if applicable)

Make sure you have all your supporting documents (see checklist) in your carry-on luggage if you are flying to Sweden; you will not have access to your luggage until you have cleared immigration. Failure to show the right documents will result in delays.

Use of eGates

If you are a citizen of Australia, Canada, Japan, New Zealand, Singapore, South Korea or USA, and wish to use the eGate when entering Copenhagen, please read the message below before arriving:

- If you are entering Copenhagen under Tier 4 route then you may be eligible to use the eGates. However if you do use the eGates, you may be required to show relevant evidence of your first entry into the country such as a boarding pass or travel booking confirmation to complete your Right to Study or Right to Rent checks. Therefore you are advised NOT to use the eGates in order to obtain an entry stamp in your passport upon your first entry into Copenhagen under your new visa.

Should you have any questions regarding the use of eGates, please contact our Immigration Compliance Team at visahelp@ceg-uk.com.

HOW TO GET TO ONCAMPUS

Airport transfer

Airport: The closest international airport to Lund is Copenhagen Airport.



By Train: The journey time by train from the airport to Lund is about 35 minutes. The journey takes you over the Öresund Bridge connecting Denmark to Sweden and via Malmö central station where you may need to change trains.

Train tickets can be purchased for approx. SEK 135 from the Skånetrafiken ticket machines in the arrivals hall at Copenhagen Airport, near the escalators going down to the train platform.

You can pay using a debit/credit card, and if you buy a ticket all the way to Lund, the ticket will be valid even if you need to change trains at Malmö central station. You can also use the Danish DSB ticket machines when travelling with Skånetrafiken, or make your purchase at the DSB ticket office; however, a DSB ticket will be slightly more expensive.

Please note that there is a passport control at the first stop on the Swedish side. Make sure to always bring a valid passport or ID-card when travelling between Denmark and Sweden.



Taxi's: Alternatively fully regulated taxis are available 24/7 and cost about €95 to journey from Copenhagen to Lund (approx 50km). Taxis in Sweden can be ordered in advance or found at taxi stops usually situated just outside stations.

When you arrive in Sweden

- Tell your family you have arrived
- Arrange payment of accommodation fees
- Enrol at the Centre**
- Open a bank account
- Arrange payment of tuition fees

ENROLMENT AND INDUCTION

Enrolment at ONCAMPUS

During induction week please bring your passport, Residence Permit (and Permit Card), sponsorship letter (if appropriate), personal details and documents as shown below. Once you have registered at the **ONCAMPUS** office you will be provided with information about your induction.

It is important that you arrive in Sweden in time for Induction Week. The Induction sessions will give you the opportunity to meet key **ONCAMPUS** staff and other students on your course. You will learn about the university, the centre and your programme of study, and join **ONCAMPUS** formally.

Enrolment is the administrative process whereby you are admitted to **ONCAMPUS** as a student. It is part of your induction. On the first day of induction, we will tell you when and where your enrolment will take place.

When you attend enrolment, you will need to bring the following:

- Your passport and Residence Permit (and Residence Permit Card)/visa if you have this before enrolment
- Your Original certificates/transcripts (for example High School Certificate, AS-level results, IELTS certificate, first degree certificates and other qualifications) as shown on your CAS statement
- Your **ONCAMPUS** offer letter and Certificate/Confirmation for Enrolment (CAS)
- Your Swedish address, telephone number and email address

- Details of someone to contact in case of emergency (next of kin).
- Proof of payment or financial guarantee.

Important: ONCAMPUS will only accept original documents. We cannot accept photocopies.

Useful contacts

Student Doctor

Outside of office hours and on the weekends:

Healthcare and Dental Health

University Hospital

Getingevägen 4, Lund +46 46 17 10 00

Primary Care Center Linero

Linero Torg 2
224 76 LUND
46 46 275 20 50

National Dental Health Service

S:t Laurentiigatan 10, Lund +46 46 275 91 80

Call 1177 for Health care information 24/7, for emergencies dial 112.



Emergency Services

If you do ever find yourself in an emergency situation you should call 112. This is the emergency number for Ambulance, Fire & Rescue and the Police throughout Europe. It is free to call from any landline or mobile phone but is only to be used in emergency situations. You can find more information on how to find appropriate emergency assistance online.

Health care

Students are required to have appropriate health insurance for the duration of their stay in Sweden. This must be arranged prior to entering the country.

Although there are many suppliers of health insurance available for students. AON is the only one that is accepted.

For more information on AON Student Insurance follow the link below:

<https://www.aonstudentinsurance.com/students/en/>

Sweden has an excellent healthcare system which you are entitled to use when you are studying here. There are no vaccination requirements for coming to Sweden, or for travel within the EU. Doctors, nurses and dentists invariably speak English and, in many cases, other languages besides Swedish.

The emergency telephone number in Sweden is 112.

It is important to read the conditions of your healthcare coverage, what is covered and whom to contact in case you need medical care. Your healthcare coverage should be obtained in your home country.

Drugstores and pharmacies

If you have a minor injury or you're not feeling 100%, plasters and bandages, vitamin supplements and over the counter medicines

like paracetamol and aspirin are available from any pharmacy (apotek in Swedish), for example around Mårtenstorget near our centre or Apoteket Linero, Emblas Gata 19 near the dorm. For most medications you will need to get a prescription from a doctor. If after visiting a doctor you need prescription medicine, you will need to go to an apotek (pharmacy). Most doctors have apoteks close by or will help you find one.

Going to the doctor

If you are sick or you have an accident, the first place you should go to is a health clinic (Vårdcentral)

The closest one to the dorm is Vårdcentral Linero at Linero Torg. You need to register and bring your insurance policy documents.

If you think it is life threatening you can go to an emergency room but in most cases you should visit a normal doctor's office first. Please note that you have to make an appointment first. Appointments can be made on workdays between 08:00 and 10:00 by telephone or at the front desk. It is also possible to ask a medical question on the phone by dialling 1177. In order to arrange this, you need to call the office and a doctor will call you back at an appointed time. Both the doctors and the reception staff speak English and if you call, the phone service has an English option. You are also welcome to choose your own doctor.

If you need to see a doctor outside normal hours it is advisable to go to an after hours surgery. These surgeries are run by normal doctors who take turns working night shifts. Only visit a hospital if you believe it is an emergency as you may pay a financial penalty for visiting a hospital when it is not necessary.

ENROLMENT AND INDUCTION

...CONTINUED

Culture shock

Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic or other connections.

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won't manage. In fact there are very positive aspects of culture shock. It can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, office staff.

Opening a bank account

It's very complicated to open a bank account without a Swedish personal number. We would therefore advise you to bring your own credit card. You should

NOT bring cash to Sweden as no bank will accept it.

Requirements for opening a Swedish bank account normally include a minimum stay of 12 months as well as a Swedish personal number (for some or all services). A Swedish personal number can only be obtained if you have a residence permit valid in Sweden for 12 months or longer. You apply for the Swedish personal number through the tax office (Skatteverket) once you arrive in Sweden.

Since banks generally do not provide international students with credit/debit cards for online payments we recommend students bring Mastercard or Visa card to Sweden. If you still plan to open an account, please note the following:

- Most Swedish banks will charge you fees for different services. Ask about fees before choosing your bank
- Most credit cards are accepted in Sweden. If you have a credit card from home you can use it in Sweden. Note that in Sweden most credit cards come with a chip and a pin code. If you do not have a pin code, you can still use your card in most places, but you may not be able to buy train tickets from a vending machine, for example. In those cases you would have to visit the ticket office

- Do not bring large amounts of cash to the bank. Money laundering legislation requires the bank to ask questions about large cash transactions. If a customer does not present identification or provide a satisfactory explanation as to why the customer wants the bank to perform a certain service, the bank is not permitted to perform the requested service under the risk of criminal penalties and sanctions
- Do not use traveller's or bank cheques. When opening a Swedish account you will get an IBAN nr and SWIFT nr, which enables you or your family to easily transfer money from your home account to your Swedish account
- If you wish to transfer money to another bank account, either in the Sweden or another country, the easiest way to do this is with internet banking.

Public transport in Sweden

Sweden has excellent public transport, with train services run by Skånetrafiken linking almost all towns and cities. Please visit Skånetrafiken at Lund central station or visit the web page for more information skanetrafiiken.se and local public transport networks of buses, and trains. All public transport throughout the region can be paid for by using a public transport smart card called an Jojo travel card. The cost of the trip will be automatically deducted from the balance on your card.

Information about train travel in Sweden can be found at Skånetrafiken website skanetrafiiken.se

Public transport in Skåne

Travelling in Skåne is straight-forward and convenient. There is an extensive transport network connecting city districts. There are trains connecting all major cities in the region, including transportation to and

from Copenhagen airport, to Malmö and Lund. Within Lund and Malmö, there are convenient connections with city buses (see map).

Mobile Phones

Most international students in Sweden choose to use Skype and mobile telephones with pay-as-you-go SIM cards from companies such as Telia, Tele2, Comviq (in Swedish only), Telenor (in Swedish only), 3 (in Swedish only) and Halebop, that can be easily topped up online or at newsstands. If you don't want to buy a mobile phone in Sweden it is often possible to use a phone from your home country with a Swedish SIM card. Make sure that the phone is not locked to your previous operator. Another option is to subscribe to a new mobile phone contract, but this is rare for students and usually requires a Swedish personal identity number.

ONCAMPUS Student Portal

The Student Portal is our student intranet and gives you access to your own personal page.

Log in at <http://my.uncampus.global/> to:

- Check your personal information
- View your timetable
- Monitor your attendance
- View your exam entries and results

You will be given your username and password in induction week.

You are also advised to **check your email daily**, as important ONCAMPUS information and notices will be sent to your private address.

ATTENDANCE

Required attendance:

Attendance at classes is compulsory. You are expected to attend Monday to Friday from the first day of term until the last day of term, including any examination and re-sit weeks. We expect 100% attendance from all students unless you have good reason not to be in classes.

Religious holidays:

As a multi-cultural education centre, **ONCAMPUS** has respect for all faiths. We may allow time off for religious holidays but cannot guarantee any time off outside the published term dates. Please contact the Centre Head should you wish to take time off for a religious holiday.

Illness:

If you are ill you **MUST** call the **ONCAMPUS** Office on +46 7 0 691 2454 or email lund@oncampus.global as soon as possible to report your absence. You must then fill in an Absence Request Form upon your return. You can self-certify your own sickness for up to two consecutive days. After two days you **MUST** provide a note from your doctor stating why you were unable to attend class.

Planned absence from classes: If you know about an absence in advance, for example you have a medical or dental appointment, you must fill in an Absence Request Form and provide evidence of your appointment (such as your appointment card). Your absence must be authorised before the absence is taken.

Examination sessions

A student who does not attain an attendance level of 100% may not be guaranteed entry to the examination sessions and may be removed from their course (at the discretion of the Centre Head).

If you have any queries or personal problems that may affect your attendance, please talk to your Personal Tutor.

YOUR RESPONSIBILITIES

Your responsibilities as an ONCAMPUS student

Once you have successfully joined our programme, it is very important that you understand your responsibilities.

- You must enrol at the centre on or before the date stated in your offer letter, and return at the start of each subsequent term
- **ONCAMPUS** will report to the university and Migration authorities (Migrationsverket) any students who have a Residence Permit who fail to enrol by the stated enrolment deadline
- **ONCAMPUS** is obliged to tell the university and Migration authorities if a student withdraws from a course, defers or suspends their studies, or if a student fails to attend their course regularly. You are expected to attend 100% of your classes
- You must keep us informed of any changes to your contact details or personal circumstances

- You must not breach the work conditions of your visa.

Penalties

Penalties for failing to comply with these rules may be severe and long lasting. They may include your removal from Sweden and/or your exclusion for a number of years. You must confirm that you have read and understood the information provided above.



PASSING AND PROGRESSION CRITERIA

Pass mark

1. The pass mark for the **ONCAMPUS** programme is 40%. To achieve this, you need to have at least 40% in each of your three academic subjects, but you do **NOT** need to have 40% in each individual assessment.
2. You also need to have at least IELTS 6.0 to pass the **ONCAMPUS** programme.

Progression marks

To be considered for progression to Lund University, Kristianstad University and the Swedish University of Agricultural Sciences you need to do more than just pass the **ONCAMPUS** programme.

Most degrees require additional progression criteria and an IELTS equivalent of 6.5.

Progression to all our partner universities is NOT guaranteed.

There is great competition for degree places in Sweden, students should ensure they apply to more than their first choice university.

Please see www.oncampus.global/lund for more details.

After your ONCAMPUS programme

Once you have successfully finished your Pre-Bachelor's or Pre-Master's programme you will be given an academic statement. You will be given this soon after the end of the last term. If you have already left the country, the office can store your certificates until you return to Lund University or Kristianstad University to start the Master's or Bachelor's programme. If you are not returning to Lund, we can post the certificates to you but you may need to pay for postage.

You will be required to register for the Bachelor's or Master's programme of your preference before the application deadline.

Once the university has confirmed your admittance to their Bachelor's or Master's programme, they will give you details on how to finish your application.

It is very important that you follow their instructions carefully. If you have any questions or concerns, please ask in the centre office. Please do not ignore e-mails from Student Services.



STUDENT SUPPORT AND ADVICE

Student enquiries

You can come and speak to members of the **ONCAMPUS** Lund Sweden team in relation to a range of issues, for example:

- Residence Permit advice and guidance
- Accommodation advice and guidance
- Request for official documents
- Informing us of a change of address or any other changes to your personal details
- Requesting authorised absence
- Any questions/concerns you may have with regard to your programme of study
- Any questions you have about letters written in Swedish, for instance from Migrationsverket or your mobile phone provider (don't ignore them as there might be important information in there).

If you have a question or concern not covered in the list above, please come and see us during office hours and we will be happy to provide any assistance we can.

If you have a confidential matter to discuss please see anyone in the office and ask to speak in private.

Please keep checking the noticeboards and your **ONCAMPUS** e-mail. If we need to see you, we will contact you using these.

Personal tutors

Every **ONCAMPUS** student is allocated a Personal Tutor. Your tutor is a member of the academic staff and you will see them every week. It is your responsibility to make contact and keep in touch with your Personal Tutor

during your studies at **ONCAMPUS**. They will act as a contact between you and the rest of the Centre should there be problems which need to be notified. They may also be someone you approach for a reference at a later stage of your academic career.

Changing personal tutor

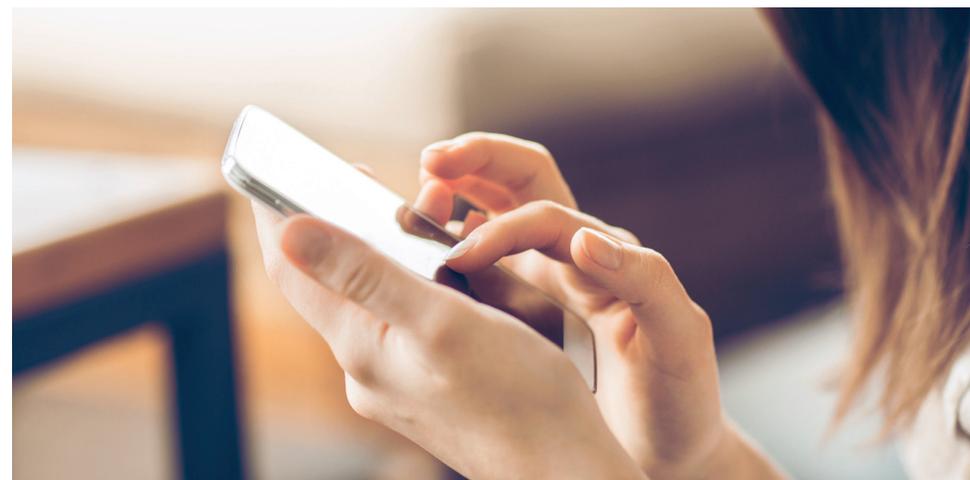
If your tutor leaves, another staff member will be appointed as your Personal Tutor. If you feel that the relationship is not developing and that, for whatever reason, you are unable to confide in your Personal Tutor, you should approach the Centre Head and request a change of Personal Tutor, explaining your reasons.

ONCAMPUS will not hold this request against you. If, for any reason, you feel unable to approach the Centre Head about this you should approach of another member of staff.

Disability

For the purpose of this statement, disability is defined as: "A physical or mental impairment with substantial and long term adverse effect on normal day to day activities."

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. As such, we aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students who are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes following an appropriate assessment of their needs.



Gifts for staff

Please do not bring expensive gifts for tutors or members of staff since they cannot accept gifts of more than modest nature.

Staying safe

While at **ONCAMPUS** Lund Sweden, we want you to feel safe and secure at all times. There are things you can do to help yourself and those around you. You can call the office of **ONCAMPUS** Lund Sweden to deal with any problems. Don't be afraid to call the police on or call in case of an emergency.

- Be vigilant when you are out, particularly at night. Make sure you lock all windows and doors to your room/flat/house when you leave
- Keep expensive items such as bags, jewellery, and mobile phones out of sight when in public areas
- Plan how you will get home before you go out
- Keep an eye out for friends when you are out and about. Make sure you know where your drink has come from and that it is in your possession at all times.
- Try to walk with others, particularly at night.

We recommend you take out a comprehensive insurance plan to protect your belongings during your period of study at **ONCAMPUS**. It is your responsibility to make sure that your possessions are sufficiently insured.

Making international calls

Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today's technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones.

Mobile phones

In Sweden, people use GSM mobile phones and SIM cards. There are many shops in Lund where you can buy a mobile phone. Buy one locally for example at Elgiganten Phone house at Mårtensgatan 10 near our centre.

Student Reps

Students are elected by their peers to represent the views of students at the student representative meetings. If you wish to get involved speak to a staff member.

AROUND CAMPUS... WHERE WILL I FIND... ?



Taxi
Taxi Lund | +46 46 1212120
Taxi Skåne | +4646330330



City library
Stadsbiblioteket
Sankt Petri kyrkogata 6, 222 21 Lund
Mon - Thur 09-07 pm
Fri 09.00 - 06 pm
Sat 11- 03 pm
Sun closed

Rental bikes

There are plenty of places where you can rent a bike around Lund. Go to lundahoj.se and download the app AllBikesNow! and find the nearest station. There are 17 to choose from, for example: **Lunds Central, Mårtenstorget, Botaniska trädgården, Sparta** or **Universitetsbiblioteket** etc



Markets
Indoor Market:
Saluhallen Mårtenstorget 1
223 51 Lund
Outdoor market:
Östra Mårtenstorget
(this is a good area for eating lunch)



Post Office
Coop
Supermarket with post office
Mårtensgatan 11



Police station
Police station
Byggmästaregatan 1, Lund



Trains and Buses
Skånetrafiken at Lund central station | +46 771 77 77 77

Bangatan 11
Mon-Fri 06.30-07.00 pm,
Sat 09.00-05.00 pm,
Sun 09.00-04.00 pm



City buses
Closest to ONCAMPUS Lund
Botulfsplatsen (see bus map opposite)

Buses to Malmö
Bankgatan, Bus 131

From Lund central station
Bangatan, Bus 169

Trains to Malmö (and Copenhagen)
Lund central station, Bangatan
Every 10 min (every 20 min)



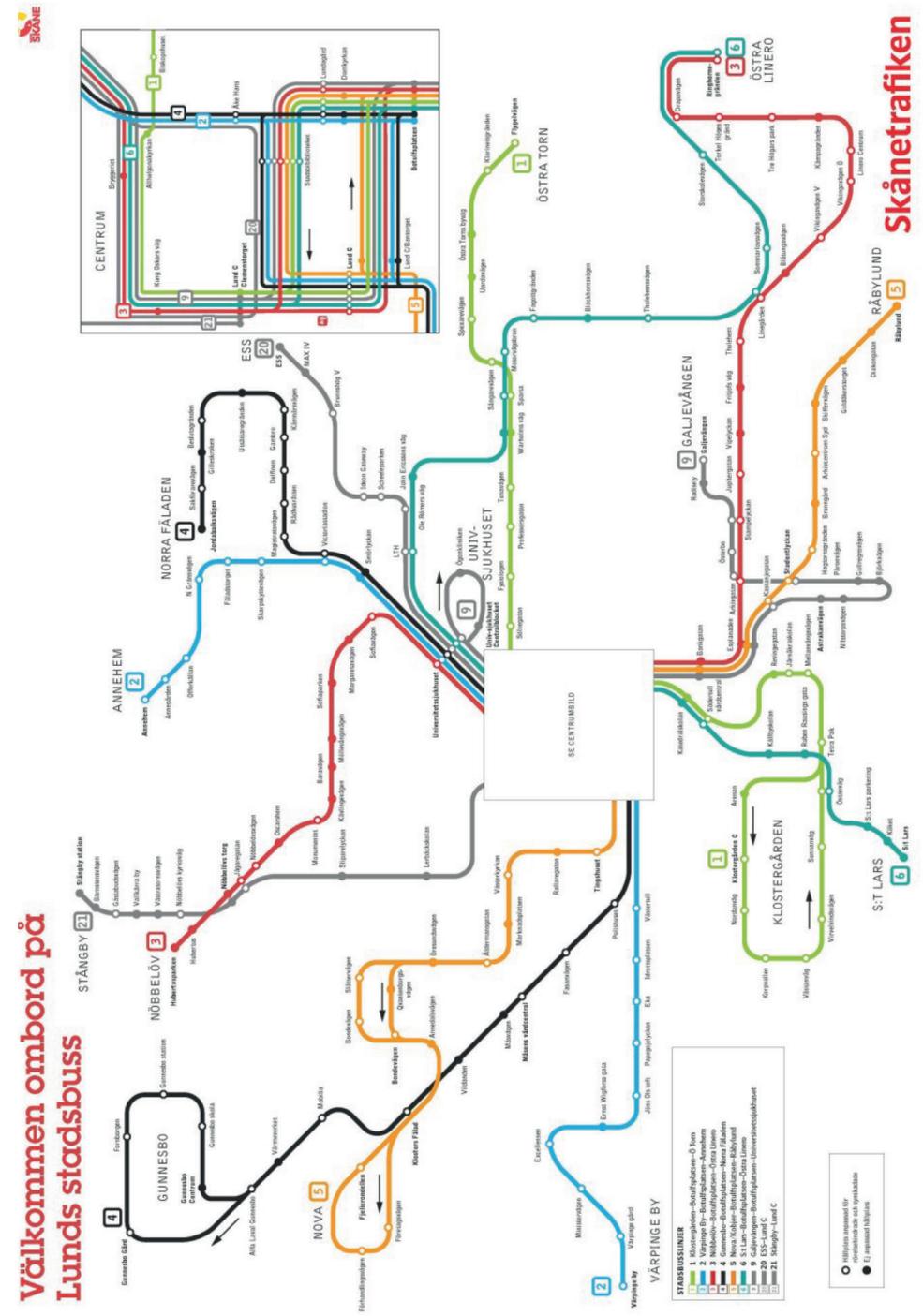
Supermarkets
Affordable food stores:
ICA Supermarket Linero Torg
Asks vag 5 closest to your dorm
Lidl, Åkerlund & Rausings väg 1

ICA Kvantum, Clemenstorget 5
ICA Malmborgs, Clemenstorget
ICA Kvantum Malmborgs Tuna
Tunavägen 39 (close to LTH)



Housing
ONCAMPUS Lund Sweden
New Greenhouse
Stora Raby Byavag 88

Välkommen ombord på Lunds stadsbuss



POINTS OF INTEREST...

THE SURROUNDING AREA



01. LUND UNIVERSITY BUILDING



02. UNIVERSITY LIBRARY



03. LUND CATHEDRAL



04. MAX IV LABORATORY AND ESS



05. MALMO



06. LUND BOTANICAL GARDENS



WHAT'S GOING ON IN THE CITY?

Lund is one of Sweden's oldest cities, founded around the year 990 WITH the university BEING founded in 1666. Today, Lund is one of the foremost seats of learning in Scandinavia. This makes Lund a city of contrasts with an old city centre, and modern architecture in newly built areas, such as Ideon Science Park.

ONCAMPUS Lund Sweden is situated in the Botanical Gardens - the No. 1 tourist attraction in Lund - is a green oasis for inquiring minds and recreation seekers of all ages. Visit the gardens during lunch breaks, the greenhouses, or the café.

If you are interested in history and culture, there is the historical museum, which is Sweden's second largest archaeological museum. Another must-see cultural attraction is the open-air museum Kulturen, covering two blocks in the middle of Lund. Experience life in the city and in the country, from the Middle Ages up to the 1930s. The most famous historical building is of course Lund Cathedral, almost 1,000 years old, with great guided tours in English. The two main galleries in Lund are The Museum of Sketches, a unique museum with a large collection of sketches and models of international and Swedish public art. For new regional and international exhibits, visit Konsthallen at Mårtensstorget (Martin's Square), near **ONCAMPUS** Lund Sweden.

To relax and keep fit, Lund's swimming pool Högevallsbadet might be the place to visit, or Gerdahallen, a gym, training and health centre run as a trust fund by Lund university. Adopting the Swedish lifestyle, you will probably feel an urge to be outdoors in nature. If you are a city person, Lund

City Park is worth a visit. It is Lund's most popular park where you can enjoy musical performances and other events, as the yearly student festivities around April 30, "Siste April".

If you enjoy hiking in wild nature, Skrylle nature and recreation area offers walks, fishing and jogging. Or travel to Söderåsen National Park to experience deep and enchanting greenery in a dramatic landscape with steep cliffs and valleys.

For further information about what to do in Lund:

<http://www.visitlund.se/en>

For excursions outside Lund:

https://www.tripadvisor.se/Attractions-g189838-Activities-Lund_Skane_County.html

Download the app (from which some of the information above is taken) at:

<http://old.arrivalguides.com/en/Destination/d?destination=LUND&dest=LUND&language=en&fromWidget=True>

UNIVERSITY CLUBS AND SOCIETIES

INTERNATIONAL DESK AND LUND UNIVERSITY

The International Desk at Lund university

has a variety of student needs including social clubs, career and study societies and cultural and sporting societies.

Swedish language lounge

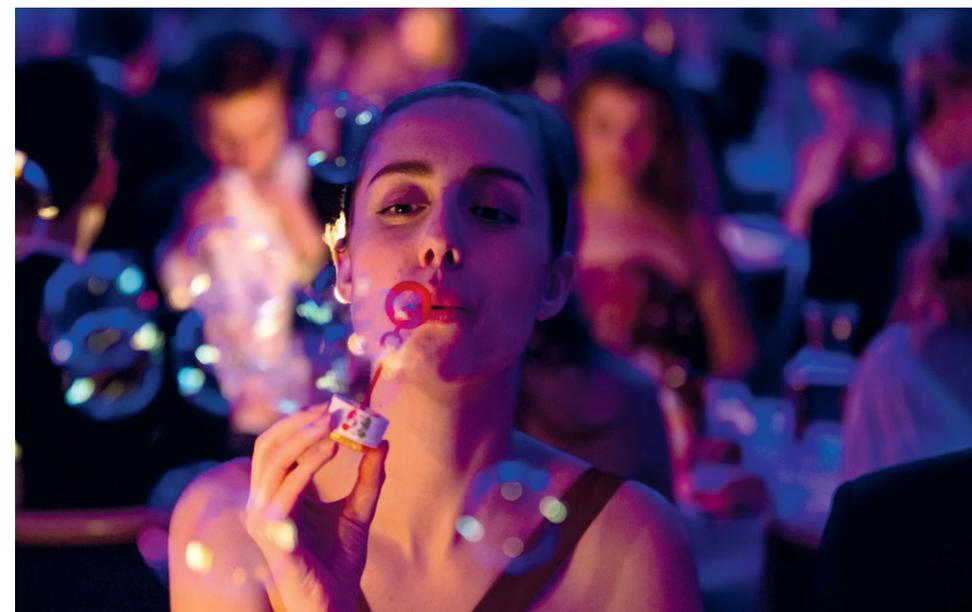
The Swedish language lounge is a weekly social evening where international students can practise Swedish with other Swedish students. The evening is hosted by the International Desk.

Student Newsletter

The student newsletter contains useful information about Swedish culture, news and events in Lund and Skåne.

Game night

A weekly "Game Night" is organised by the International Desk during the semester where international students can come and join in a range of board games and meet other students.



CONTACT DETAILS

The ONCAMPUS office is where your course is managed. This is where you will get information/documentation and can go to for other general enquiries. Our office is open Monday to Thursday from 9:00 am to 17:00 pm.

The Yellow House

Botanical Garden, Östra Vallgatan 14.

Telephone: +4670 691 2454

Email: lund@oncampus.global

STAFF

Monika Vranic – Centre Head

Telephone: +46 7 6316 8270

If you need to contact centre staff in an emergency outside of office hours please call: +46 7 6316 8270

Facebook:

www.facebook.com/oncampuslund

www.facebook.com/oncampus



ONCAMPUS
Cambridge Education Group