



LUND
UNIVERSITY

Information about a guest at the unit

The employer is responsible for the work environment for everyone at the workplace – including those who are not employed. This form is to be filled in to ensure that, before arrival, the guest has received information about the terms of the stay, and to ensure that the person who has authorisation to invite guests has received information that a guest is to visit a unit.

This form may also be used in the event of an insurance matter arising.

The form is to be submitted to the relevant head of department.

I hereby inform you that I will be receiving the following guest. The guest (if a student) is not part of an exchange agreement.

The guest's first name and surname	
Date of birth	
Home university/equivalent	
Email	
Duration of stay at LU	

Information about the host

Unit/department/research team	
Supervisor (if other than the host)	

- I have read the guidance in the checklist for Global Responsible Engagement; <https://www.staff.lu.se/research-and-education/global-engagement-and-international-matters/global-responsible-engagement>
- I have informed the guest (if the person has student status at a home university) that Lund University will not register any credits.
- I guarantee that the guest will not carry out any work, but will use Lund University's premises for their own advancement. A plan is attached concerning this, which describes the project and goals of the stay.
- I have checked when the residence permit expires and when I am to follow up with the Swedish Migration Agency regarding any permit extension. I have also been clear on this point with the guest and informed them about their responsibility to have the right permit throughout their stay.
- I have checked that there is a residence permit for guests who come from a non-EU country and who are to be in Sweden for longer than 3 months. A copy of the residence permit is archived.
- I have informed the guest that there is group insurance that applies automatically for guests who

take part in our activities and are permitted to use our premises. You can find more information on the Staff pages: [Insurance for visitors and research volunteers](#) | [Staff Pages](#)

- I have informed the guest that they (and anyone accompanying them) should have private travel and accident insurance as well as an [EHIC](#) card, and, if possible, an S1 form, if the guest is from an EU country.
- I have informed the Lucat administrator that they are to register the guest in Lucat for the period above in the category University-affiliated visiting research fellow/guest lecturer. The supervisor stated above has been entered as the contact person.
- I have understood that I am responsible for the guest's work environment and will review the rules that apply for studies/research at the unit. In those cases where the guest carries out research that requires medical checks or training, I will pay these costs.
- I have informed the guest (if the person has student status at a home university), about the faculty's networks etc.
- I have informed the guest about the guidelines that the guest needs to acquaint themselves with, and the safety regulations at Lund University and the specific unit the guest will be based at. I have also provided information on the current Work Environment Policy and on public sector core values.
- I submit this form to the department's HR office, which will inform those concerned.

Date	Name of supervisor	Date	Name of head of department

Supervisor's signature

Head of department's signature

As an invited guest, I confirm that I have received the information above and that I am responsible for having appropriate insurance when I am not at the workplace and will communicate any changed conditions that may be significant for my visit.

Date	Name of guest

Guest's signature