



LUND
UNIVERSITY

Dear colleague,

A heartfelt welcome to Lund University! We gather that you know exactly how fortunate you are to now be a part of this 350 year old institution – but perhaps not aware how fortunate *we* are that you chose to be a part of our joint, successful, future. In all this happiness, we realise that you need some concrete information in order to – well – start working.

First and foremost: See to it that you get an introduction at your actual work place. Who is your line manager? Who should you contact if you have questions concerning day-to-day practical matters? Where is the nearest (or best) place to get lunch and coffee? Do you have a LU-card so you can access your workplace? Are you now on the department's mailing list? What's your LUCAT-ID?

Most things here are up to you to fix yourself. In order to do that, you should inform yourself of what's going on. Keeping track on essential news from university leadership and your faculty, research opportunities, etc is now all a part of your work. That also includes handling invoices, getting reimbursements for travel expenses or gym card and checking out competence development opportunities.

We have collected everything you need to know as a valued member of LU staff on our Staff pages. We recommend you to explore this well of wisdom by dipping in here:
<http://www.staff.lu.se/employment/for-international-staff>
and go from there!

We are really looking forward to seeing you on our “Welcome day for new employees”, which is held in March and October every year.

Again, welcome aboard this gigantic “mothership”, populated by so many engaged people, all willing to help – just ask!

Kind regards,

Åsa Thormählen and Julia Edgerton
International HR coordinators

Staff pages give you plenty of information to digest. We put together some other links as well relating to your first encounter with Sweden, Lund and Lund University. Please see next page!

10 things to know about Sweden, Swedish Institute
https://issuu.com/swedish_institute/docs/10thingssweden

The Newbie Guide to Sweden
<http://www.thenewbieguide.se/>

Welcome to learning Swedish, Swedish Institute
<https://eng.si.se/areas-of-operation/learning-swedish/>

Facts, emblems and map, Swedish Institute (PDF)
<https://sweden.se/wp-content/uploads/2013/07/Sweden-in-brief-high-res-20140619.pdf>

Moving to southern Sweden – the official website for relocating your career and life
<http://www.movingtosouthernsweden.com/>

International Citizen Hub in Lund – assists skilled professionals and their families to deal with any questions or issues that may arise during their stay in Lund
<http://www.internationalcitizenhub.com/>

Want to have a social life? This might be a ticket!
https://www.meetup.com/Lund_Social_Group/

Lund University – what it is and what it does, incl facts and figures (PDF)
<http://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/presentation-brochure-2017-eng-web.pdf>

Find your way around Campus in Lund (PDF)
<http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/department-map-lund-university-2014.pdf>

Euraxess – researchers in motion, platform for interaction, practical support and job opportunities
<https://euraxess.ec.europa.eu/>

Euraxess – a presentation film: <https://www.youtube.com/watch?v=7f5oRveEnrs&feature=youtu.be>