

### **Research internship (undergraduate and graduate students)**

The International Committee at the Department of Psychology has decided upon guidelines in order to create conditions for mutual and beneficial research collaborations between incoming research trainees and principal researchers.

When you, as a researcher, are contacted by students who wish to participate in a research internship project you should always ask for the student's educational background, university affiliation, the purpose of the research practice, if the research internship is formally supported by the home university (contact person) and if the internship placement credit-counts.

The principal researcher shall:

1. **contact** the Deputy Head of Department to discuss possible incoming research internship placements. There shall always be an updated list of research trainees at the Department in order to create a clear overview and promote various forms of networking.
2. present a mutually agreed **overall plan** for the research collaboration for the Deputy Head of Department. The plan should insure a meaningful exchange as well as when the research internship is planned to take place. If the research internship is part of an Erasmus collaboration a "Learning Agreement for Traineeships", in accordance with EU Commission guidelines, is used
3. ask for and save **kin information** in case of illness or injury while in Lund. This information shall also be handed to the Deputy Head of Department and the Personnel Administrator ahead of the research internship placement. Note that we need informed consent for documentation of kin information.

#### Additional information

##### *Reception*

The Personnel Administrator will give the research trainee practical information and a first general guiding tour at the Department, including fire evacuation routes and assembly points.

##### *Workplace*

The Department of Psychology cannot guarantee the research trainee workplace access. A request for a workplace is to be made by the principal researcher to the room committee. In addition, the principal researcher can contact the staff member responsible for LUCAT ID at the Department in order to create a guest membership (email account, library access, and access cards).

### *Courses and credits*

Research trainees cannot take courses during their research internship. The home university of the research trainee is responsible for possible research internship credit count. If the research internship is part of an Erasmus collaboration a “Trainee certificate” will be signed by the principal researcher after completed internship.

### *Accommodation*

A student who is doing his or her research internship at the Department of Psychology can apply for accommodation through LU Accommodation [luacc@se.lu.se](mailto:luacc@se.lu.se). In order to apply the research trainee needs a formal certificate which certifies the research internship, including information of when the research internship is planned. Unfortunately, there is no housing guarantee. There is a risk that research trainees who arrive at the beginning of a semester will end up on a waiting list (there is a rigorous system for accommodation allocation in place). If the students arrive late September / early October or in February the chances of being offered accommodation through LU increases.

LU Accommodation: <http://www.lunduniversity.lu.se/student-life/housing>

### *Insurance*

Research trainees are covered by a special insurance provided by the Swedish government, GIF. This insurance covers emergency medical and dental treatment.

Terms and conditions GIF: <http://www.kammarkollegiet.se/dokument/terms-and-conditions-swedish-state-group-and-personal-insurance-2015>

When the research internship placement credit counts and there is an agreement between Lund University and the research trainee’s home university the research trainee is covered by the insurance “Student IN”. The research internship agreement, contract or email conversation must include the student’s and the principal researcher’s names. If there is an exchange agreement between the Department of Psychology or the Faculty of Social Sciences at LU and the incoming research trainee’s home university this is sufficient. Contact the Department's international coordinator for information regarding exchange contracts.

Terms and conditions Student In: <http://www.kammarkollegiet.se/f-rs-kringar-riskhantering/studentf-rs-kringar/student-f-r-utbytesstuder-i-sverige>

The European Health Insurance Card enables research trainees from EU/EEA medical care in Sweden for the same price as Swedish citizens.