



**LUNDS UNIVERSITET**  
Medicinska fakulteten

### Information regarding guest in a research group

The employer is responsible for the working environment for everyone at the workplace – including people without employment/a formal position. To ensure that the guest prior to arrival has received information concerning the conditions that apply, and to ensure that it has come to the head of department's (prefekt) attention that a guest is about to visit a research group at the institution, this form must be filled out.

This form is used for insurance purposes as well.

#### I will receive the following guest to my research group:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Email: \_\_\_\_\_ Ev. home university: \_\_\_\_\_

#### Research group

Research group: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Time period: \_\_\_\_\_

- If the guest is a student at a foreign university without a student exchange agreement with the Faculty of Medicine, I have informed that he/she will not be registered in Ladok and will not receive any academic credits/ECTS at Lund University.
- I guarantee that the guest is not employed by Lund University and is only using the Faculty of Medicine's facilities for his/her own improvement.
- If the guest comes from non-EU member state, intending to stay longer than 3 months, I have ensured that he/she has a valid resident permit.
- I have informed the guest that he/she is covered by the insurance GIF. It is the guest's own responsibility to read the terms and conditions carefully and decide whether additional insurances are necessary. GIF's terms and conditions can be found here:  
[http://www.kammarkollegiet.se/sites/default/files/gif\\_1102.pdf](http://www.kammarkollegiet.se/sites/default/files/gif_1102.pdf)
- I have informed staff at the department responsible for Lucat to register the guest for the period above
- I understand that I am responsible for the conditions of the guest's working environment, and that I am obliged to inform/instruct the guest regarding safety rules in my research group. If the research requires medical tests or education, I am responsible for the expenses involved.
- I have informed the guest about the faculty's buddy group. More information can be found here:  
[www.med.lu.se/english/study/practical\\_information/international\\_buddy\\_group](http://www.med.lu.se/english/study/practical_information/international_buddy_group).
- I return this form to the HR-administrator at the institution. The HR team will inform the head of department (prefekt) about the guest in my research group.