# Hosting a Guest in a Research Group

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Each person who is regularly at a certain workplace is included in that employer's work environment responsibility – even those not officially employed. This form is to be completed to help ensure that a guest has been informed of the conditions that apply prior to their stay at Lund, that the guest participates safely in the work of the research group, and that the head of department has been informed. This form would also become relevant in any insurance cases that may occur.

## I hereby declare that I am receiving a guest in my research group:

### Information on our guest:

Name:       Date of birth:

Email address:       Home University (if applicable):

### Information on the host:

Name of research group:       Supervisor:

Time period:

[ ]  If the guest is a student, without an exchange agreement, I have informed them that they will not be registered in Ladok. The guest is aware of this and that they will not receive any university credits for their work with us.

[ ]  I guarantee that our guest is not conducting work for Lund University and that they are instead working on the premises of the Faculty of Medicine purely for their own benefit and development, or within the scope of a separate employment.

[ ]  If the guest is from a country outside of the European Union and staying in Sweden for over 3 months, I have made sure that a residence permit exists for this person.

[ ]  I have informed our guest that they are covered by the [insurance provided by Kammarkollegiet](https://www.kammarkollegiet.se/engelska/start/all-services/insurance/insurance-for-students-and-foreign-visitors/insurance-for-foreign-visitors) (a Swedish legal, financial and administrative services agency) to international guests. The guest is responsible for understanding the terms and deciding whether additional private insurance is necessary.

[ ]  I have informed our institution’s catalogue manager (*katalogansvarig*) that the guest needs to be registered in Lucat for the period they are working on our premises.

[ ]  I understand that I am the work environment manager (*arbetsmiljöansvarig*) for the guest and that it is my responsibility to inform them of the rules applicable to studies or research conducted in my research group. I will provide payment for any courses or medical checks necessary to conduct work or studies at my research group.

[ ]  If they are a student, I have informed the guest of the faculty [International Buddy Group](https://www.medicine.lu.se/study-faculty-medicine/practical-information/international-buddy-group).

[ ]  I will deliver this form to the personnel coordinator (*personalsamordnare*) at my department, who will in turn inform the head of department (*prefekt*) that I we have a guest at our research group.