

Instructions for international student mobility within first and second cycle education

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NOTE: This is a translation of the Swedish version (Anvisningar för internationell studentmobilitet på grundnivå och avancerad nivå). In the event of any discrepancy between the versions, the Swedish version constitutes the official decision, and the Swedish wording will prevail.



**Karolinska
Institutet**



Instructions for international student mobility within first and second cycle education

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1. Introduction

The fundamental national regulations for first- and second-cycle education are set out in the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100). These instructions for international student mobility at the first and second cycle at Karolinska Institutet (KI) complement the national regulatory framework and aim to support academic representatives and administrative staff at KI in managing, deciding on, and documenting international student mobility – that is, studies and traineeships abroad.

In this document, reference is made to the Programme Committee (programnämnd, PN) and the Education Committee (utbildningsnämnd, UN) in cases where decision-making authority has been delegated to these bodies, regardless of whether PN/UN have further delegated matters concerning studies and traineeships abroad to subcommittees. If decision-making authority has been further delegated to a subcommittee, this must be stated in a decision by PN/UN. Otherwise, delegation follows the established decision-making and delegation procedures.

2. Purpose

The purpose of these instructions is to ensure legally sound, transparent, and high-quality management of international student mobility at KI.

3. Categories of students

International student mobility at KI includes various forms such as exchange studies, traineeships, and independently arranged study periods abroad. These independent arrangements are initiated by students themselves and take place outside of KI's formal exchange agreements.

3.1 Exchange students

An exchange student is a student who has been admitted to and is undertaking exchange studies within the framework of an agreement between one or more study programmes at KI and a foreign higher education institution.

See also section 5: Student exchange agreements, section 6: Outgoing exchange students, and section 7: Incoming exchange students.

3.2 Students/trainees in Erasmus+ traineeship

This category includes students/trainees who have applied for and been awarded a grant through Erasmus+ for a traineeship (Erasmus+ traineeship) at a higher education institution, company, or organisation.

See also section 8: Outgoing students in Erasmus+ Traineeship and section 11: Incoming trainees.

3.3 Students in KI-arranged courses abroad

This category includes students participating in a course arranged by a KI department where all or part of the course may take place abroad. It also includes incoming and outgoing students who undertake all or part of a course (e.g. project course or degree project) abroad, in cases where they do not fall under the categories of exchange student or student/trainee.

See section 9. Students in KI-arranged courses abroad. See also section 6: Outgoing exchange students and section 11: Incoming trainees.

3.4 Students who study abroad independently

Students who independently arrange a study period abroad outside of KI's exchange agreements are referred to as *freemovers*. These students typically take leave from studies and are not registered at KI during the period abroad.

See also section 10: Outgoing students studying abroad independently and section 12. Incoming students applying independently to KI.

4. Insurance

KI provides insurance coverage for both outgoing and incoming students through group insurance policies and supplementary insurance agreements with Kammarkollegiet. More information about the insurance terms is available on Kammarkollegiet's website: <https://www.kammarkollegiet.se>.

4.1 Outgoing students

All students undertaking activities abroad are covered by the Student UT insurance, regardless of the type of activity. The insurance also covers so-called *recent graduates*, meaning former students who carry out a traineeship within Erasmus+ after graduating from KI.

4.2 Incoming students

All incoming students are covered by the Student IN insurance, which applies to both studies and traineeships, within and outside of formal agreements.

5. Agreements for student exchange

Exchange studies must be governed by formal agreements between KI and the foreign higher education institution. These collaborations should be characterised by long-term commitment, reciprocity, and high quality. Agreements should therefore cover at least one academic year and preferably extend over several years. Internationalisation through student exchange should primarily take place within externally funded exchange programmes.

Internal management of international cooperation agreements follows the President's decision and delegation procedures. Agreements that include student and teacher exchange are signed at the study programme level.

The following types of exchange agreements may be entered into at KI:

5.1 Erasmus+ och Nordplus agreements

For student exchange within Europe and the Nordic region, agreements should primarily be signed within the framework of the externally funded exchange programmes Erasmus+ and Nordplus.

5.2 Bilateral agreements

In addition to Erasmus+ and Nordplus agreements, student exchange agreements may be signed directly between one or more study programmes at KI and a foreign higher education institution, so-called INK agreements. Where possible, travel grants within bilateral agreements should be funded through external exchange programmes. If external funding is not available, KI allocates central funds from which students may apply for travel grants. Bilateral agreements may also be signed with European institutions, but only if special circumstances apply. In such cases, a decision from the Committee for Higher Education (KU) is required for travel grants to be awarded from KI's central funds.

6. Outgoing exchange students

For outgoing students at KI, studies and traineeships abroad within the framework of exchange agreements, so-called exchange studies, must be full-time and eligible for credit transfer or recognition within the student's education at KI.

6.1 Scope and duration

Exchange studies must be conducted on a full-time basis. The duration of exchange studies within externally funded programmes is regulated by each respective programme. Within the framework of KI's central internationalisation funds, from which travel grants are financed, the exchange period must be at least four (4) weeks. Exchange periods shorter than four weeks are managed by the respective study programme or responsible department and are not eligible for funding from KI's central internationalisation funds.

6.2 Financial support

Students participating in exchange studies under an agreement may receive a scholarship or travel grant through external funding or from KI's central internationalisation funds.

6.2.1 Students in externally funded programmes

For students participating in exchange studies within externally funded programmes, such as Erasmus+ and Nordplus, the duration of the exchange period, grant levels, and other conditions are regulated by the respective programme. The student applies for the grant using a designated grant application form.

6.2.2 Students funded by KI

For students participating in exchange studies under bilateral agreements with central funding from KI, the following applies:

- The travel grant level is determined by the Internationalisation Board.
- Travel grants from KI's central internationalisation funds may only be awarded once per student and study programme.
- The duration of the exchange period is regulated in section 6.1.
- Grant levels are based on geographical distance and follow the same principles as the Erasmus+ calculation model.
- Applications for travel grants are submitted using a designated grant application form.
- The travel grant is paid in two instalments: one before departure and one after return. The second payment requires that an exchange report has been submitted and approved within the specified timeframe.

6.3 Preparations before the application round

Before an application round begins, the following must be in place:

- A student exchange agreement must be signed by KI in accordance with the current decision-making and delegation procedures and by the partner institution. The agreement must clearly state the number of places KI can offer annually at the partner institution and the number of places the partner institution can offer at KI.
- All relevant agreements must be registered and searchable in the system for international cooperation agreements and mobility.

- An updated list of each study programme's exchange agreements must be published on ki.se.
- Each PN/UN must have established eligibility criteria and specified which qualifications will be used for assessing and ranking applications.
- Information about exchange studies, including eligibility requirements, qualifications, other rules, and the application process, must be available on the respective programme website.

6.4 Application and admission

Applications for exchange studies must be submitted electronically according to the specified instructions, along with any required attachments as decided by the respective PN/UN. The application must be submitted within the established timeframe. If there are remaining places available after the deadline, these may be announced. Applications for remaining places must be submitted within a specifically designated period.

6.4.1 Eligibility and selection

PN/UN establishes eligibility requirements and selection criteria and decides on the ranking of eligible applicants. After the application deadline, all submitted applications are reviewed for eligibility. A proposed ranking of eligible applications is then prepared, based on the merits stated in the application – regardless of which countries or institutions the student has applied to. A coordinator from the Professional Services (det gemensamma verksamhetsstödet, GVS) may attend the ranking process but does not participate in the decision. The final decision on approval and ranking is made by the respective PN/UN. The decision must state which individuals participated in the preparation and decision-making.

6.4.2 Incomplete and late applications

If an application is incomplete or lacks essential information, the applicant must be informed and given the opportunity to complete it within a specified time. Applications submitted after the regular deadline are placed after those submitted on time. This also applies to incomplete applications where the supplement was submitted after the deadline.

Late applications are assessed according to the same eligibility criteria as others but are ranked among themselves by submission date, with the earliest date given highest priority.

6.4.3 Nomination and allocation

Nomination and allocation refer to the process of assigning students to exchange places. The term *allocation* describes the assignment of the place, while *nomination* is used in communication with the student to clarify that the receiving institution makes the final admission decision.

Allocation is done in order based on the ranking list established by PN/UN. The student ranked highest is assigned their top choice where a place is available. The next student is then assigned their first choice if available, otherwise their second choice, and so on. Students are only nominated to the options they have listed in their applications.

Only students who have been nominated to a specific higher education institution are entitled to apply to it under the exchange agreement.

6.4.3.1 Nominated/allocated students

After allocation is completed, nominated students receive notification of their assigned place and information about the next steps in the application process. Nominated students must confirm the nomination by accepting or declining within the specified timeframe.

A student nominated for an option that is not their first choice may choose to remain on the waiting list for higher-priority options. This must be done within the specified period after the student has been nominated and received the nomination notice. Once the student has submitted their application to the partner institution, they can no longer remain on the waiting list for higher-priority options.

Nominations are communicated to the receiving partner (host) institution. The nomination must indicate which students are entitled to apply under the relevant exchange agreement.

6.4.3.2 Non-nominated students

Students who have not been assigned a place are informed that they remain on the waiting list for the options they applied for. They are also given the

opportunity to update their application choices based on any available places, within a specified timeframe.

Once the response period for nominated students has ended, remaining places are offered to students on the waiting list according to the original ranking list.

6.4.4 Application to the partner institution

Before applying to the partner institution, a study plan must be prepared. The student is responsible for drafting the study plan in consultation with the academic coordinator at the study programme and obtaining approval. For mobility within Erasmus+, the study plan must be documented in a *Learning Agreement*, which must be signed by the student, the responsible academic or coordinator at KI, and the partner institution.

The student is responsible for submitting the application to the partner institution according to the applicable instructions and deadlines.

Admission to the partner institution is valid only once the study plan has been approved and, where applicable, the Learning Agreement has been signed by the partner institution, or a formal admission letter has been received.

6.4.5 After admission to the partner institution

After admission, the student must receive information about necessary preparations for the stay abroad. The student is responsible for planning and financing the stay. Travel grants or scholarships may be awarded within exchange programmes as described in section 6.2. Other scholarships must be applied for independently by the student.

During the exchange period, the student is registered in Ladok as outgoing within an exchange programme. Exceptions apply if the student is conducting a project course or degree project that requires course registration and examination at KI – in such cases, the student is registered on the relevant course.

6.4.5.1 Changes to the study plan

If changes to the study plan occur after admission, these must be reported in writing to the responsible coordinator and academic contact at KI. The

change must be approved by both parties and confirmed by the partner institution. The *Learning Agreement* must be updated if necessary.

6.5 Upon return

After completing the exchange period, the student must apply for credit transfer in accordance with KI's regulations. The application must be supported by relevant documentation, such as transcripts or other supporting documents, and, where applicable, a signed *Learning Agreement*. Note that some exchange studies may be recognised within a course without formal credit transfer.

The student must also submit an exchange report after returning. Once the report has been approved by PN/UN, any remaining part of the travel grant may be paid out.

Students who have studied, trained or received care at a hospital or other healthcare facility outside Sweden must undergo MRSA testing before beginning a clinical placement within the Swedish healthcare system. Testing must be conducted in accordance with Region Stockholm's current guidelines.

6.6 Vacant places

If all nominated and non-nominated students on the waiting list have been offered places and vacancies remain, these will be announced as vacant places. These are open to all non-nominated students who meet the eligibility requirements. Note that the vacant places are not available in all study programmes.

A student who has already been nominated in the regular application round cannot decline their assigned place to apply for a remaining place.

If the institution to which a student has been nominated is unable to admit the student, the student should first be offered their next highest priority option – provided a place is available. If no such option exists, the student may be given the opportunity to apply for a remaining place. Applications for remaining places must be submitted within the specified timeframe.

7. Incoming exchange students

Students who have been nominated by their home institutions as exchange students within the framework of a valid exchange agreement may apply to undertake exchange studies at KI.

7.1 Financial support

Incoming exchange students may, in certain cases, be eligible for grants from internal or external sources, such as Erasmus+. The duration of the exchange and the amount and conditions of the grant or scholarship are determined by KI or the relevant exchange programme. Applications for travel grants or scholarships are submitted using a designated form after arrival and registration at KI. Payment is made in a single instalment at the start of the study period, unless special circumstances justify advance payment or reimbursement of travel costs prior to arrival.

7.2 Preparations before the application round

Before the application round for incoming exchange students opens at KI, the following must be in place:

- PN/UN must have decided which courses and time periods can be offered to incoming exchange students.
- A student exchange agreement must be reached between the partner institution and KI in accordance with the current decision-making and delegation procedures. The agreement must specify the number of places available to the partner institution.
- Relevant agreements must be registered and searchable in the system for international cooperation agreements and mobility.
- Information in English about exchange studies at KI, including course offerings and study periods, must be published on ki.se.
- A list of each study programme's exchange agreements must be published no later than one month before the application deadline.

7.3 Application and admission

Applications from students must be submitted electronically within the timeframe established by the relevant study programme. The following attachments must be included:

- Transcript of Records
- Copy of passport
- *Learning Agreement* or equivalent, indicating the selected courses, study period, and ECTS credits
- Other attachments as decided by PN/UN

The *Learning Agreement* must be signed by the student and a representative of the sending institution.

7.3.1 Eligibility and selection

PN/UN establishes eligibility requirements and programme-specific admission rules. The sending institution nominates its students, and if the number of applicants exceeds the number of agreed places, a priority list must be included. KI conducts an eligibility assessment before admission. Incomplete applications must be given the opportunity to be supplemented within a specified timeframe.

7.3.2 Admission to KI

The admission process for incoming exchange students is managed by GVS. Once a student has been admitted, a formal admission letter is sent to the applicant. The letter includes the approved study plan, where applicable in the form of a *Learning Agreement*. This must be signed by the academic coordinator or another delegated person from the relevant study programme.

The study plan must be finalised before the admission letter is sent, and the student must receive the letter no later than one month before the course starts.

The admitted student must confirm acceptance of the place within the specified response period. Only after the admission has been confirmed can the student's housing application be processed. Once confirmed, the student is registered in Ladok as an exchange student.

Applications submitted after the regular deadline, or supplements submitted after the response deadline, are processed secondarily – that is, after applications submitted on time. The possibility of admitting students with late applications is limited and only possible if places are available.

7.3.3 After admission to KI

The student is informed about any travel grants or scholarships from KI, insurance terms, health clearance and infection control procedures, and their own responsibility for preparing the stay at KI, including housing, visa, and other travel arrangements.

7.3.3.1 Withdrawal/rejection

Students who wish to withdraw their application must notify KI. If a student is rejected for exchange studies at KI, both the student and the partner institution are informed in writing.

7.3.3.2 Changes to the study plan

The study plan that the student has been admitted to and confirmed may be changed only if special circumstances apply. If changes are made, the sending institution must be informed and must approve the changes. *The Learning Agreement* must be updated where applicable.

7.4 Arrival at KI

Incoming exchange students are invited to an introduction day or individual orientation. The student is registered in Ladok for the course(s) at the relevant department(s).

7.5 Completion

The student's course results are registered in Ladok according to current procedures. If the course is not graded by the A–F scale, the examiner must instead submit a signed grade report to the responsible coordinator. The results are documented in the system for international cooperation agreements and mobility. Once the results have been reported in Ladok, the student receives a *Transcript of Records*. The student is also asked to submit an exchange report.

8. Outgoing Erasmus+ Traineeship students outside agreements

Students at KI may be granted an Erasmus+ grant for traineeships (*Erasmus+ Traineeship*) at a higher education institution, company, or organisation in an Erasmus+ programme or partner country, outside the

scope of a formal exchange agreement. Participation conditions are outlined in the Erasmus+ regulations.

8.1 Financial support

For traineeship periods within Erasmus+, the duration, scope, grant level, and other conditions are governed by the Erasmus+ programme. Students may apply for a scholarship in accordance with the programme's guidelines.

8.2 Grant application

The student is responsible for finding a traineeship placement and contacting their study programme to ensure the traineeship can be recognised or credited. An *Erasmus+ Learning Agreement for Traineeship* must be prepared and approved by the academic coordinator for the student's study programme at KI, and signed by the student, the academic coordinator, and the contact person at the host organisation. The *Learning Agreement* must be attached to the grant application.

The application must be submitted within the specified timeframe. If scholarships remain after the deadline, they may be announced in a separate round.

8.2.1 Incomplete and late applications

If an application is incomplete or lacks essential information, the student must be informed and given the opportunity to submit the missing details within a specified time.

Applications submitted after the regular deadline are processed after those submitted on time. This also applies to incomplete applications where the supplement was submitted late. Late applications are ranked by submission date, with earlier dates given higher priority.

8.2.2 Priority and decision

If multiple applications are received from the same or different study programmes, they are forwarded to the respective programme for ranking. The ranking serves as the basis for the coordinator's proposal for scholarship allocation.

Scholarship decisions are made by the coordinator in consultation with a designated representative from the relevant study programme. Applicants are notified once decisions have been made.

8.3 Preparations before departure

The student is responsible for all practical preparations and costs related to the traineeship abroad, including housing, visa, travel, vaccinations, tests, and any certificates required by the host organisation or country.

8.4 Upon return

After completing the traineeship, the student must:

- submit a traineeship report
- apply for credit transfer according to the programme's and KI's regulations, if applicable

Once the report has been approved, the remaining part of the grant or scholarship is paid out. The responsible coordinator records the traineeship in Ladok, which is included in the student's Diploma Supplement.

If the student has trained or received care at a hospital or other healthcare facility abroad, MRSA testing is required before starting a clinical placement within the Swedish healthcare system. Testing must be conducted in accordance with Region Stockholm's current guidelines.

9. Students in KI-arranged courses abroad

Students at KI may participate in courses that are fully or partially conducted abroad, arranged by a department at KI responsible for the course. This includes a project course or degree project carried out abroad, provided the student does not fall under other categories such as exchange student, Erasmus+ Traineeship student, or freemover.

The department responsible for the course manages all administrative aspects of the studies conducted abroad.

9.1 Financial support

Students participating in a KI-arranged course abroad are not eligible for financial support from KI's central internationalisation funds. Any grants or

financial conditions for participation are regulated by the department responsible for the course.

Students who, with approval from their KI supervisor, choose to carry out a project course or degree project abroad outside an exchange agreement cannot be granted travel funding from KI's central funds.

For students conducting degree projects within an exchange programme, the respective programme's regulations apply. Students applying for externally funded scholarships, such as *Minor Field Studies* (MFS), are subject to specific rules. The MFS scholarships are awarded competitively, and information about applicable conditions is published on KI's website.

10. Outgoing students studying abroad independently

A student at KI who independently arranges a study period at a foreign higher education institution, company, or organisation outside KI's exchange agreements is considered a *freemover*. Freemovers are not regarded as exchange students. If the study period is part of the student's education at KI and the student remains registered without taking a leave of absence, certain exceptions may apply. However, in most cases, the student is on leave from studies and not registered at KI during the period abroad, and therefore does not generate financial compensation to the university.

10.1 Financial support

KI's central internationalisation funds do not cover outgoing freemover students. No travel grants or scholarships are awarded by KI to this category.

10.2 Insurance

Freemovers on leave from studies are not covered by Kammarkollegiet's group insurance Student UT, and individual insurance via KI (individual Student UT) cannot be issued. However, freemovers who are registered at KI and undertake an approved study period as part of their education, with the intention of transferring credits, are covered by the group insurance Student UT, provided the activity is approved by the study programme.

10.3 Preparations before departure

Students planning to study abroad independently and who are not registered at KI during the period must apply for a leave of studies (so called leave of absence or study break) before departure. The studies abroad should not be registered in Ladok as exchange studies. The student is responsible for all practical preparations, including contact with the host institution, visa, accommodation, and insurance.

10.4 Upon return

Any credit transfer of studies abroad is assessed according to KI's regulations. The student is responsible for submitting the required documentation for evaluation.

10.5 Special rules for educational scholarships

In certain cases, a department may decide on specific educational scholarships for research preparatory purposes. These are subject to KI's current scholarship regulations.

11. Incoming trainees within a course at the home institution

Students who are registered at another institution and carry out research-oriented traineeships at KI as part of a course at their home institution are referred to as trainees. These individuals do not have student status at KI. Trainees may carry out all or part of their project or degree work at KI, with or without Erasmus+ traineeship funding, but are not considered exchange students as they are not covered by an exchange agreement.

To be included in this category, the trainee must:

- be admitted and registered as a student at their home institution throughout the stay at KI
- be examined at their home institution
- not be registered as a student at KI
- not receive a course certificate or degree from KI

The receiving department at KI is fully responsible for hosting the trainee, including ensuring affiliation according to current procedures and providing relevant information before and during the stay.

Trainees are not entitled to the services offered to incoming exchange students.

11.1 Special rules for educational scholarships

Departments at KI may, in certain cases, decide on specific educational scholarships for research preparatory purposes. These are subject to KI's current scholarship regulations.

12. Incoming students applying independently to KI

KI only accepts incoming exchange students within the framework of valid exchange agreements. Students from other institutions who wish to study at KI as part of their education, but who are not covered by an exchange agreement, are considered *freemovers*. These students are referred to the regular application and admissions processes for individual courses or full study programmes.