

# GENERAL GUIDELINES AND INFORMATION FOR PROSPECTIVE SWEDISH ADVISORS AND/OR HOST AFFILIATION

**All U.S. Fulbright applicants must have an affiliation with a Swedish institution to be accepted into the Fulbright Program.** Applicants are responsible for seeking out their own affiliation. Host affiliations that are acceptable are: universities, laboratories, libraries, nongovernmental organizations, and so on. In some cases, particularly in the arts, the affiliation may be a person, such as a writer, musician, or artist or an arts organization or foundation.

If the host institution/organization/or individual advisor agrees to host the student, the student will need a **letter of affiliation**. This should be a letter indicating research support or allowing access to facilities to the applicant where applicable, or it could be a letter indicating that the admitting institution provides courses in the applicant's areas of study.

- Every affiliation relationship will be different depending upon the applicant's project. This can be reflected in the letter.
- Letters of affiliation on institutional letterhead are preferred.
- As the preliminary selection of applicants takes place in the U.S., all letters should be written in English.
- The letters should state how the supervisor/host institution will help the applicant to facilitate the project (i.e., what resources will be offered, what kind of supervision will be given, etc.).
- When applicants propose to do independent research, these letters of support are crucial in establishing the feasibility of a project.
- The letter of support should be as detailed as possible. Ultimately, it is up to the host affiliation as to the level/kind of support that they are willing to offer.

***Host Affiliations/Advisors will be asked to submit a Final Report to the Fulbright Commission at the end of the academic year evaluating the performance of the grantee while at their institution.***

## Who Is a Fulbright Student Grantee?

The Fulbright U.S. Student program awards grants for U.S. students for one academic year (9 months) of study in Sweden. The grantee's grant term in Sweden has one of the following purposes:

1. **to complete a full master's or doctoral degree**
2. **to take courses as a non-degree student**
3. **to conduct research\***
4. **to conduct research\* and take courses**

*\*A research student comes to Sweden to conduct an individually designed research project in an institution selected by the grantee themselves. The project can include working as part of a research group or working on an independent research project.*

## Background of the grantee

The Fulbright student grantee must hold a minimum of Bachelor's degree and does not need to be enrolled in a U.S. university during the Fulbright period. Thus, the grantee's research or studies in Sweden are not necessarily included in a degree in the U.S. The Fulbright program is very selective and all the grantees have gone through a thorough screening process. The candidate applies for the Fulbright student grant approximately one year prior to starting studies/research in Sweden.

## What benefits does the Fulbright U.S. Student grantee receive?

The grantee receives a monthly grant (SEK 11,000) and a travel allowance through the Fulbright program as well as additional support services, networking opportunities, and a supplemental accident and sickness insurance. Both Swedish and U.S. Governments sponsor the Fulbright Program; therefore, funds will not be allocated to the host affiliation for support of the grantee.

### **What Is the Role of the Swedish Host Institution?**

The host institution is expected to provide the grantee with all the support services available for international students and visitors at the host institution, such as orientation and tutoring. Research student's host responsibilities are described in detail below.

**The success of a Fulbright visit depends on many aspects, one being a functional grantee-host relationship which is naturally a two-way street. The support of the academic host and the administrative contact person are crucial for the success of the grantee visit and for making the grantee feel welcome. The academic host/administrative contact person commits to the following:**

### ***Before the visit***

- o read the candidate's actual research proposal, assess its feasibility (given the local context), and discuss mutual expectations for the visit and on each other
- o advise the candidate on research practices in Sweden, such as practices and timelines important for data access, and possible ethical approval and review board processes relevant to grantee's project
- o make sure *all* necessary practical arrangements for the success of the research visit are made at the host institution by the time the grantee arrives (e.g. work space, key card, email account, passwords, access codes to different user accounts etc.)
- o inform the grantee of the working conditions at the host institution (such as work space, research facilities, material access, equipment)
- o make sure that the whole host unit as well as the other relevant people at the host institution (academic and administrative) are actually aware of the arrival of the grantee and also of the purpose of the visit
- o inform the candidate of applicable deadlines and registration procedures at the host institution
- o make sure the grantee is not left without a host even in cases of unexpected circumstances, for example change of jobs, family leave, etc.

### ***During the visit***

- o schedule a formal time to meet with the grantee during their stay at the host institution and discuss expectations (meeting at least once every month is recommended)
- o communicate with the grantee and provide guidance and feedback on their research project
- o make sure the grantee feels welcomed and is included in different meetings, networks, events and mailing list of the host unit and institution
- o provide the same support services available for all the international students and researchers at the host institution, such as orientation and tutoring that supports the integration of the grantee in Sweden
- o instruct the grantee how to concretely access different host institution resources and support services that support their research and study plans as well as their stay in Sweden overall

o help the grantee to connect with professional contacts in Sweden

o understand that in addition to pursuing an academic project in Sweden, the Fulbright grantee is expected to serve in a role of cultural ambassador between the U.S and Sweden and thus has some compulsory Fulbright events that they need to engage in outside the academic project (exact dates provided by the grantee).

**For more information on the Fulbright Program, please see: [www.fulbright.se](http://www.fulbright.se) or contact the Commission at: [fulbright@fulbright.se](mailto:fulbright@fulbright.se).**