Note-taking Support

Disability Support Services, Lund University

Working as a note-taker for a student who has received a decision for learning support entails sharing the notes you make during a lecture with one or more students. At the end of the course/semester a fee is paid once the Confirmation of note-taking support has been received by Disability Support Services.

- When you start work as a note-taker, you need to complete the Agreement on note-taking support and send it to Disability Support Services or registreringpedstod@stu.lu.se
- Disability Support Services then registers your details in Primula, the Lund University salary system.
- After you have shared notes during a course/semester, you ask the student who has received the notes to sign a Confirmation of note-taking support to provide proof of your work.
- You then mail the completed confirmation form to infopedstod@stu.lu.se or post it to Disability Support Services, Box 117, 221 00 Lund. You can also deliver the form in person to the office at Sölvegatan 29b, or leave it with the reception at Campus Helsingborg.
- Remember to register your bank account with Nordea so your salary can be paid directly into your account. The Lund University employer number is 85641.
- Once the confirmation form has been received, the fee is generally paid out at the end of the following month, with exceptions being during annual leave, Christmas, Easter and other public holidays, or in the event of a high workload or illness.
- Current fees:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fee</th>
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<tbody>
<tr>
<td>30</td>
<td>SEK 3500</td>
</tr>
<tr>
<td>15</td>
<td>SEK 1750</td>
</tr>
<tr>
<td>7.5</td>
<td>SEK 875</td>
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<tr>
<td>Programme</td>
<td>SEK 5 500</td>
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</tbody>
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For questions regarding reporting of hours worked:

Liselott Eriksson
Mentor Coordinator Disability Support Services
infopedstod@stu.lu.se
Telephone hours: Wednesdays 12:00–13:00 (excluding annual leave and public holidays)
+46 46 222 88 26
For questions regarding registration:

Charlotte Marklund
Administrator
registreringpedstod@stu.lu.se

For questions regarding salary payments:

National Government Service Centre (SSC)
www.statensservicecenter.se
+46 771 456 000