Study Support Mentor
Disability Support Services, Lund University

Working as a mentor for a student who has received a decision for learning support entails helping them with their studies and creating new helpful routines. Generally, someone from the Disability Support Services will arrange an introduction, where the mentor and student meet each other for the first time and can get started. Subsequent meetings will be arranged based on the needs and possibilities of the mentor and student. Below is a summary of how to get started with registration and reporting your hourly pay.

- When you start work as a mentor, you need to complete the Agreement on study support mentoring and send it to Disability Support Services or registreringpedstod@stu.lu.se.
- Your details will be registered in Primula, the Lund University salary system. After about two weeks you will receive your log in details and information about reporting hours worked. The password is temporary so you must log in and change it as soon as possible.
- You will now be able to report your hours in Primula, see Instructions for reporting hours worked in Primula. Remember to write the student’s name in the messages/notes field. It is important that all steps of the instructions are completed if your salary is to be paid out. You can only report one month per form and each report may include a maximum of around 20 entries. Submit your timesheet (hours worked) every other month.
- Students who have received a decision for learning support must confirm the number of hours worked by signing the Confirmation of hours worked.
- Then email the confirmation 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.
- The remuneration is SEK 120 per hour, including holiday bonus.
- 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.
- Your timesheet will be reviewed before it is sent for approval and then payment. As a rule, all invoices that have been reviewed and approved at the end of the month are 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.
- Submitting reports in Primula can be a time-consuming process. Therefore, you can include a further two hours for any chosen date at the end of the semester in addition to the hours you have worked.
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