



TRAVEL & LEARN

General Rules & Office Information

Travel & Learn – in cooperation with our local partner Lexema



Dear Participant,

Welcome to your mobility experience!

Please read all information carefully – these rules ensure a smooth, safe and enjoyable stay.

Important: Not following the rules may result in Travel & Learn and our partner Lexema ending your project early.

Office Hours

Lexema's office (our local partner) is open **Monday–Friday, 09:00–15:00**.

Request Policy

- **Non-urgent requests** (documents, simple questions):
Please send them **before 15:00**.
- **Daily assistance (medium priority):**
Available until **17:00**. Requests after this time will be handled the next morning.
- **After-hours support:**
Only for **emergencies** such as electrical issues, plumbing problems or urgent health matters.

In case of a hospital emergency, Lexema can guide you on how to reach the hospital, but staff cannot stay with you during evening/night treatment.



info@travelandlearn.se



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Accommodation Use

Exclusive apartments are only possible if agreed in advance with your sending institution.

Otherwise, Lexema may add other Erasmus participants (with notice).

Documentation

All important documents must be brought in **original form** by your sending organization.

Lexema **cannot print** documents such as Learning Agreements or Europass papers.



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