

Hej!

Handbook for
Exchange Students



Stockholm
University


Welcome to Stockholm University! 2008/2009

The International Exchange Unit at Stockholm University administers international student and teacher exchange agreements, and provides services to exchange students who are applying to Stockholm and those already studying at the University. Please feel free to consult us if you have any problems or want any information or advice.

Our office can be found on the 4th floor of the A building of Södra huset at Campus Frescati and is open Monday to Wednesday from 10.00 to 13.00 without an appointment. During the first two weeks of each semester you are welcome to visit us without appointment on weekdays during regular office hours.

We are looking forward to working with each of you to ensure that your time at Stockholm University is both enjoyable and rewarding. On behalf of the International Exchange Unit Team, I would like to wish you all a successful and enriching experience.

Caroline Bergström
Director
International Exchange Unit
(including Housing Office)



As the largest university in Sweden, with over 50,000 undergraduate and master's students and 1,800 doctoral students, Stockholm University offers unprecedented access to teaching and research facilities. The University, located in Sweden's capital city, is the region's centre for higher education and research in humanities, law, the natural and social sciences, and a focus for the work of leading international researchers. Stockholm University Campus stretches from Sveaplan in the south to The Bergius Botanic Garden in the north. This area encompasses the majority of the University's 80 or so departments as well as many other student facilities. The Department of Cinema Studies, the Department of Journalism, Media and Communication (JMK), the IT University and Campus Konradsberg are based at locations outside of the University's central campus.

Exchange studies

To study one or two semesters abroad is a wonderful opportunity to experience a new academic environment and way of life as an integral part of your degree.

Stockholm University has exchange agreements with around 500 universities throughout the world. Some agreements are university-wide and some are restricted to different departments or study areas. You will generally only be allowed to study in the area named in the agreement.

Departmental agreements

The vast majority of Stockholm University's exchange agreements are made and administered at departmental level. Each department is responsible for the assessment of eligibility and for the admission of students to the courses offered. If you are coming under a departmental agreement, please contact the coordinator at your department at Stockholm University (see page 8–9) for all queries about application, admission, course selection, schedules, etc.

Central agreements

Stockholm University has also signed university-wide exchange agreements with a limited number of institutions of higher education throughout the world. Exchange students coming under a university-wide agreement or within the Nordlys network are not registered with a specific department at Stockholm University and can generally take courses from all departments. The International Exchange Unit will process your application and assist in finding suitable courses. Once you are admitted you should contact your departmental coordinator if you have any queries about academic matters.

Application

The application procedure for exchange students differs significantly from that of other students, in particular other international students, so-called 'free movers'. As an exchange student, you must be nominated by your home university. You will remain registered at your home university and apply through the International Coordinators at your home university. All other (non-exchange) students must always apply through the Swedish National Agency for Higher Education's central application-system at www.studera.nu.

Application process – step-by-step

1. Find out if there is an exchange agreement between the university you are currently attending and Stockholm University.
2. Contact the International Coordinator at your home university for further information about deadline, application procedures and admission requirements.
3. Browse our online course catalogue or the departments' websites to decide which courses you are interested in applying to. You will generally only be allowed to study in the area named in the exchange agreement. Choose your courses together with your coordinator at your home university and your department at Stockholm University.
4. After you have been nominated by your home university, the procedures differ depending on whether you will be studying under a central university-wide agreement or a departmental agreement. You will get information on how to proceed from the International Coordinator at your home university.

5. Once you have submitted your application form, you should not assume you have been accepted until you receive an official letter of acceptance from Stockholm University.
6. The choice of courses cannot always be guaranteed, although every effort will be made to give students the courses they have chosen. If courses are cancelled in advance, or if you do not meet the requirements, you will be contacted by the relevant department at Stockholm University. The University cannot be held responsible for cancelled courses or students not being accepted onto courses due to classes being full, or students not meeting the academic requirements.
7. Applications must be received by the appropriate coordinator at Stockholm University by 15 May or 15 October.

Language requirements

SWEDISH

If you want to take courses given in Swedish you must be able to demonstrate proficiency in Swedish.

ENGLISH

We recommend all incoming exchange students to have an English proficiency level corresponding to TOEFL score PBT 550, CBT 213 or web-based 79. Some departments may require even higher scores for acceptance to certain courses.

Swedish language courses

Swedish language courses for exchange students are offered at different levels. Academic credits for the courses are awarded. You can register in the beginning of each semester. Bring an ID-card and a proof that you have paid the Student Union fee to the Student Office at the Department of Scandinavian Languages in room D 624 on the 6th floor of the D building of Södra huset at Campus Frescati. Students with some knowledge of Swedish are requested to sign up for a placement test.

Teaching is scheduled one or two afternoons/evenings per week.

BEGINNERS' LEVEL

Beginners' Swedish – Course 1, 4,5 hp (ECTS)

Beginners' Swedish – Course 2, 7,5 hp (ECTS)

Beginners' Swedish – Course 3, 9 hp (ECTS)

INTERMEDIATE LEVEL

Swedish as a Foreign Language – Oral practice, 10,5 hp (ECTS)

ADVANCED LEVEL

Swedish as a Foreign Language – Oral practice, 10,5 hp (ECTS)

All courses start in the beginning of September or February respectively. More information about the Swedish language courses will be given during the Orientation days.

Staff at the International Exchange Unit (including Housing Office)

Caroline Bergström

Director, Institutional Erasmus Coordinator
E-mail: caroline.bergstrom@internat.su.se
Tel: +46 8 16 20 89
Room A421 at the 4th floor of the A building of Södra huset at Campus Frescati.

Homa Hasanvan

International Coordinator
(Incoming students)
E-mail: exchange@internat.su.se
Tel: +46 8 16 11 80
Room A413 at the 4th floor of the A building of Södra huset at Campus Frescati.

Daniel Holmberg

International Coordinator
(Incoming students)
E-mail: exchange@internat.su.se
Tel: +46 8 16 21 73
Room A415 at the 4th floor of the A building of Södra huset at Campus Frescati.

Maarit Hämäläinen

International Coordinator
(Outgoing students)
E-mail: studentutbyte@internat.su.se
Tel: +46 8 16 21 29
Room A409 at the 4th floor of the A building of Södra huset at Campus Frescati.

Christina Thiex

International Coordinator
(Housing Office)
E-mail: housing@internat.su.se
Tel: +46 8 16 47 29
Cell: +46 73 707 88 20
Room A405 at the 4th floor of the A building of Södra huset at Campus Frescati.

Postal address:

Stockholm University
Student Services
International Exchange Unit
SE -106 91 Stockholm
exchange@internat.su.se



Hej is the most common greeting phrase in Swedish. If you want to know how to use it, the rule is simple – always to everybody!

Departments & Coordinators

Analytical Chemistry	Bo Karlberg	bo.karlberg@anchem.su.se	+46 8 16 43 16
Applied Environmental Science	Gertje Czub	gertje.czub@itm.su.se	+46 8 674 71 60
Archaeology	Kerstin Cassel	kerstin.cassel@ark.su.se	+46 8 16 42 29
Astronomy	Magnus Axelsson	magnusa@astro.su.se	+46 8 5537 8515
Baltic Languages	Lilita Zalkalns	lilita.zalkalns@balt.su.se	+46 8 16 46 09
Biochemistry and Biophysics	Inger Carlberg	ingerc@dbb.su.se	+46 8 16 24 89
Biology Education	Birgitta Åkerman	birgitta@big.su.se	+46 8 16 40 70
	Per Cronholm	per.cronholm@big.su.se	+46 8 16 48 25
Child and Youth Science	Ingrid Engdahl	ingrid.engdahl@buv.su.se	+46 8 120 762 05
Chinese	Marja Kaikkonen	marja.kaikkonen@orient.su.se	+46 8 16 14 12
Cinema Studies	Malena Janson	studievagledare@mail.film.su.se	+46 8 16 76 28
Computer and System Science	Harko Verhagen	verhagen@dsv.su.se	+46 8 16 16 94
Criminology	Elisabeth Sturesson	studentexpeditionen@crim.su.se	+46 8 16 31 71
Dutch	Annika Johansson	annika.johansson@nederlandska.su.se	+46 8 16 35 07
Economic History	Akhil Malaki	malaki_a@lai.su.se	+46 8 16 28 90
Economics	Anna Westlund	aw@ne.su.se	+46 8 16 30 38
	Sten Nyberg	sn@ne.su.se	+46 8 16 33 05
Education	Marianne Lundin	marianne.lundin@ped.su.se	+46 8 16 31 45
Education in Arts and Professions	Katarina Sipos Zackrisson	katarina.sipos.zackrisson@utep.su.se	+46 8 120 765 46
Education in Humanities and Social Science	Maria Högemark	maria.hogemark@uhs.su.se	+46 8 120 766 58
	Nicklas Rönström	niclas.ronnstrom@uhs.su.se	+46 8 120 766 79
Education in Languages and Linguistic Development	Harriette Persson	harriette.persson@usos.su.se	+46 8 120 767 28
Education in Mathematics and Science	Elisabeth Nygren	elisabeth.nygren@umn.su.se	+46 8 120 766 26
	Jesús Piqueras	jesus.piqueras@umn.su.se	+46 8 120 766 34
English	Claudia Egerer	claudia.egerer@english.su.se	+46 8 16 35 89
	Ingela Karlsson	ingela.karlsson@english.su.se	+46 8 16 35 55
	Henric Hertzman	henric.hertzman@english.su.se	+46 8 16 36 12
	Ingrid Westin	ingrid.westin@english.su.se	+46 8 16 35 90
Enviromental Chemistry	Margareta Törnqvist	margareta.tornqvist@mk.su.se	+46 8 16 37 69
Ethnology	Lars Kaijser	lars.kaijser@etnologi.su.se	+46 8 16 79 15
Finnish	Marja Jakonen	marja.jakonen@finska.su.se	+46 8 16 33 40
French, Italian and Classical Languages	Anna Carlstedt (French)	anna.carlstedt@frait.a.su.se	+46 8 16 34 80
	Cecilia Schwartz (Italian)	cecilia.schwartz@frait.a.su.se	+46 8 16 21 60
	Margaretha Bähler Lavér	margaretha.bahler-laver@frait.a.su.se	+46 8 16 34 37
Gender Studies	Henning Brüllhoff	henning.brullhoff@kvininfo.su.se	+46 8 674 73 09
Geology and Geochemistry	Lars Erik Bågander	lars-erik.bagander@geo.su.se	+46 8 16 47 37
German	Christine Becker	christine.becker@tyska.su.se	+46 8 16 35 19
History	Hossein Sheiban	hossein.sheiban@historia.su.se	+46 8 674 71 35
	Andreas Bloch	andreas.bloch@historia.su.se	+46 8 16 34 17
History of Art	Elsie Dickson	elsie.dickson@arthistory.su.se	+46 8 16 33 50
History of Ideas	Karin Dirke	karin.dirke@idehist.su.se	+46 8 16 20 15
History of Religions	Maths Bertell	maths.bertell@rel.su.se	+46 8 16 33 33
Human Geography	Anders Rickegård	anders.rickegard@humangeo.su.se	+46 8 16 48 34
International Education	Zenia Hellström	zenia.hellstrom@interped.su.se	+46 8 16 36 30

Interpretation and Translation Studies	Helge Niska	helge.niska@tolk.su.se	+46 8 16 29 27
Journalism, Media and Communication	Merja Ellefson	merja@jmk.su.se	+46 8 16 44 92
Law	Kristina Holmberg	kristina.holmberg@juridicum.su.se	
	Åsa Wennberg	asa.wennberg@juridicum.su.se	+46 8 16 36 78
Learning Instruction and Early Childhood	Anna-Lena Rostvall	anna-lena.rostvall@did.su.se	+46 8 120 763 07
Linguistics	Thomas Hörberg	thomas_h@ling.su.se	+46 8 16 12 43
Literature	Eva Spens	eva.spens@littvet.su.se	+46 8 16 43 70
Mathematics	Peter Strömbeck	ps@math.su.se	+46 8 16 45 24
Medical Radiation Physics	Bo Nilsson	b.nilsson@ki.se	+46 8 16 51 77
Meteorology/MISU	Jonas Nycander	studievagledare@misu.su.se	+46 8 16 43 36
	Johan Nilsson	studievagledare@misu.su.se	+46 8 16 17 36
Musicology	Jenny Albani	jenny.albani@littvet.su.se	+46 8 674 71 31
Organic Chemistry	Berit Olofsson	berit@organ.su.se	+46 8 674 72 64
Oriental Languages	Anna Svensson	anna.svensson@orient.su.se	+46 8 16 36 32
	Gunnel Nornholm	gunnel.nornholm@orient.su.se	+46 8 16 36 20
Performance Studies	Camilla Damkjaer	camilla.damkjaer@teater.su.se	+46 8 674 74 82
Philosophy	Kjell Svensson	kjell.svensson@philosophy.su.se	+46 8 16 26 18
Physical Geography and Quarternary Geology	Karin Ebert	karin.ebert@natgeo.su.se	+46 8 16 47 79
Physical, Inorganic and Structural Chemistry	Gunnar Svensson	gunnar@struc.su.se	+46 8 16 12 54
Physics	Stefan Csillag	stefan.csillag@physto.se	+46 8 553 786 85
Political Science	Stefan Norrlén	stefan.norrlen@statsvet.su.se	+46 8 16 30 02
	Pasquale Cricenti	pasquale.cricenti@statsvet.su.se	+46 8 16 32 69
Psychology	Anders Johnsson	ajn@psychology.su.se	+46 8 16 38 01
Scandinavian Languages	Britt Arvidsson	britt.arvidsson@nordiska.su.se	+46 8 16 35 28
School of Business	Angelica Montero-Yáñez	amy@fek.su.se	+46 8 16 26 17
Slavic Languages and Literatures	Ewa Teodorowicz-Hellman	eth@slav.su.se	+46 8 16 43 84
Social Anthropology	Philip Malmgren	philip.malmgren@socant.su.se	+46 8 16 33 76
Social Work	Tina Wittsell	tina.wittsell@socarb.su.se	+46 8 16 32 57
	Ewa Marklund Ohly	ewa.marklund.ohly@socarb.su.se	+46 8 16 32 53
	Maud Edgren-Schori	maud.edgren-schori@socarb.su.se	+46 8 674 73 52
Sociology	Maria Bagger Sjöbäck	msjoback@sociology.su.se	+46 8 16 31 90
	Mats Rubarth	mats.rubarth@sociology.su.se	+46 8 16 20 28
Spanish, Portuguese and Latin American Studies	Sonia Norlén	sonia@isp.su.se	+46 8 16 25 03
Special Education	Barbro Johansson	barbro.johansson@specped.su.se	+46 8 120 764 41
Statistics	Elisabet Edlund	elisabet.edlund@stat.su.se	+46 8 16 29 81
SystemsEcology	Susanne Kratzer	susanne.kratzer@ecology.su.se	
Teacher Education Office	Margareta Werner	margareta.werner@luk.su.se	+46 8 16 25 77



At banks and many other places there are organised queuing systems. In the absence of such systems, Swedes are generally good at forming their own queues. If you see a crowd standing in a row, it is probably a queue.



Accommodation

As a special service Stockholm University endeavours to assist students from partner universities with accommodation. Stockholm University does not own any student dormitories and does not normally organise accommodation for students. A special exception is made for exchange students from universities with which Stockholm University has signed an exchange agreement.

The Housing Office at the International Exchange Unit manages a limited number of rooms in Stockholm. Unfortunately, due to the high demand and shortage of accommodation in Stockholm, we cannot guarantee accommodation for every exchange student.

In all the housing units you should find a bed with a mattress, a desk, chair, and a private WC with shower. Depending on the location, you might also find additional furniture and utensils. Sheets, duvet and pillows are not provided. Inspections are carried out after every tenant to maintain technical standards and to make sure that cleaning has been carried out properly.

Read more about the housing areas at www.su.se/english.

Exchange students apply for accommodation on the general application form or via the online application form for exchange students (Talk to your home university coordinator if you are unsure which to use).

The forms will be provided to you by the International Coordinator at your home university.

Applications must be received at Stockholm University by 15 May or 15 October. Late applications will only be considered if we have free rooms.

Within approximately 6 weeks after application deadline you will be informed by the Housing Office at the International Exchange Unit of whether or not you are offered accommodation.

Finding accommodation on your own

If you did not get accommodation from the Housing Office, you will need to find your own accommodation. When finding accommodation on your own, it is important to start well in advance. It has proved quite difficult to find student housing in Stockholm, especially in the beginning of the semester when the Swedish students are also looking for accommodation. A good start can be made by visiting the web site of Study in Stockholm, www.studyinstockholm.se/living, where you will find information about student accommodation in Stockholm. On the same page you can also get a short review of different student accommodation agencies in Stockholm and learn a bit about their supply.

Several world-renowned researchers and scientists are active at the University, and thousands of students of all levels graduate from the University every semester.

Of the various research areas at the University, fifteen have been chosen as leaders in their field. Research within these areas encompasses such varied fields as what people ate during the Stone Age, how the world economy works and studies of constituent particles in the South Pole ice-cap. Sometimes the most revolutionary and exciting research emerges in the boundary zone between different scientific disciplines, such as in the context of investigations into genetic material, or the factors that lie behind social inequality.



Take your shoes off if you are invited to somebody's home. Even if it is dry outside and your shoes are dry. Most Swedes walk around in their socks when at home.

Studying at Stockholm University

Academic calendar

Academic year 2008/2009

Autumn term/semester:

23 August 2008 – 17 January 2009

Spring term/semester:

18 January 2009 – 6 June 2009

Academic year 2009/2010

Autumn term/semester: 22 August 2009 –
16 January 2010 (prel)

Spring term/semester:

17 January 2010 – 5 June 2010 (prel)

Swedish academic system

The academic year is divided into two semesters, each lasting 20 weeks. The autumn semester runs from late August to mid-January and the spring semester runs from mid-January to early to mid-June.

HOLIDAYS

There are no official breaks/holidays and students on certain courses will be required to submit essays or sit exams throughout the whole semester. There is usually a one to two-week teaching break at Christmas, but we would advise you to check your department's website for essay/exam timetables before making any travel arrangements, or to contact the department directly if this information is not yet available on their website.

Official public holidays 2008/2009:

All Saints' Day	1 November
Christmas Day	25 December
Boxing Day	26 December
New Year's Day	1 January
Epiphany	6 January
Good Friday	10 April

Easter Sunday	12 April
Easter Monday	13 April
International Workers' Day	1 May
Ascension Day	21 May
Whit Sunday	31 May
National Day of Sweden	6 June
Midsummer's Day	20 June

De facto full holidays 2008/2009:

Christmas Eve	24 December
New year's Eve	31 December
Midsummer's Eve	19 June

De facto half holidays 2008/2009:

All Saints' Eve	31 October
Twelfth Night	5 January
Maundy Thursday	9 April
Holy Saturday	11 April
Walpurgis Night	30 April
Pentecost Eve	30 May

CREDITS AND GRADES

As a result of the Bologna process, higher education in Sweden is now divided into three cycles: the undergraduate, or first cycle (3 years), the Masters, or second cycle (2 years), and the PhD, or third cycle (4 years).

As of 1 July 2007, Stockholm University implements the European Credit Transfer System (ECTS). The system employs a credits system (ECTS credits), as well as a credits transfer scale. A new university credit system of 'higher-education credits' (or 'HECs') has been introduced whereby 1 HEC = 1 ECTS. These new HECs are called högskolepoäng (hp) in Swedish.

The full-time course load is 60 HECs per academic year (or 30 HECs per semester). One week of full time studies equals 1.5 HECs and the work load is 40 hours per

week, including lectures, readings, assignments, seminars, independent studies, etc.

As an exchange student, you may register for 30 HECs plus a Swedish language course each semester. Generally, you can choose either one course of 30 HECs, two courses of 15 HECs each, four courses of 7,5 HECs each, or perhaps one of 15 and two of 7,5 HECs. Depending on departments, course are studied one after another or in parallel. Subjects may also be integrated into themes or blocks.

Only the credits scale is part of the Bologna process, but although the grading scale is optional, many European universities are adopting it. Stockholm University has decided to introduce a goal-related seven-point grading scale. Grades assigned are A, B, C, D, E, Fx and F. Passing grades are from A (the highest grade) to E. Grades Fx and F are failing grades, with the distinction being that of how close the student is to achieving a passing grade.

Until the European Credit Transfer System has been fully implemented, other grading scales are used at some departments.

INSTRUCTION

Generally, the language of instruction at Stockholm University is Swedish but the University also offers approximately 200 undergraduate and graduate courses in English. Education at Stockholm University is based on the principle that students take responsibility for their studies with support

from the teaching faculty. As a student, you are expected to raise questions and to take part in discussions during lectures. Teaching takes different forms: lectures, seminars, group work, laboratory work, independent study, etc.

The Swedish academic environment may strike international students as being very informal: professors and staff members mostly dress informally and speak in a familiar style with the students.

EXAMINATION

Different examination forms are used. Examinations seldom require that students merely reproduce the material presented during lectures. A common method is a take-home examination. This is an open book, open note examination in the form of a paper or an essay. There will usually be a number of questions and the examiners will specify in advance whether the essay requires full footnoting and bibliographic sections.

Also written "sit-down" examinations are common, and these mostly take place at the very end of each course. Continuous assessment is used in some courses and may be based on compulsory attendance as well as participation in seminars arranged throughout the course.

Sometimes you must sign up for each examination in advance on the University's student web pages. Always check the regulations for each examination.



If you are a smoker you have to go outside no matter how cold it is. In Sweden smoking is prohibited in all public buildings.

PLAGIARISM AND REGULATIONS FOR DISCIPLINARY MATTERS

As a student you have to be conscientious about clearly accounting for the material used in the texts that are submitted for examination. To use other people's expressions or ideas without stating where they are from is plagiarism. To translate and/or change some words in someone else's text and present it as one's own is obviously also a form of plagiarism. There must be no doubt about what your own expressions and ideas are and what has been gathered from other sources.

Plagiarism is considered to be cheating and if discovered in an exam or paper, you will immediately be failed and disciplinary measures may be taken. Any student who is caught cheating or disrupting academic activities can be suspended from lectures and exams for a period of up to six months. This would have grave consequences for exchange students as you might not be allowed to gain any credits during your exchange period. The Vice-Chancellor or the Disciplinary Council decides whether the student is to be subject to any disciplinary measures.

Equal Treatment of Students

The Equal Treatment of Students at Universities Act promotes equal rights for students and applicants and combats discrimination in higher education on grounds of sex, ethnic affiliation, religion or other belief, sexual orientation or disability.

According to the Equal Treatment of Students at Universities Act:

- the University shall take measures to prevent and preclude students or applicants being subjected to harassment related to the specified grounds mentioned above.
- the University has an obligation to investigate the circumstances of reported harassment and, in appropriate cases,

take such measures that may reasonably be required to preclude continued harassment.

The Equal Treatment of Students at Universities Act applies to harassment of students by university employees and harassment of students by other students. Harassment may involve anything from unwelcome remarks and verbal abuse to serious assault. It is important to remember that it is the person who feels he or she is the target who determines whether, for instance, words or actions are accepted or whether they are unwelcome and thus offensive.

Stockholm University also has an action program against sexual harassment. Sexual harassment is most common in workplaces where there is an unequal balance between men and women. It also occurs to a greater extent in workplaces that have a significant level of informal power structures, such as at a university. Sexual harassment is totally unacceptable and is not tolerated at Stockholm University.

What do you do if you are subjected to harassment?

- Make it clear to the person harassing you that you do not tolerate such behaviour
- If the harassment continues even though you have told the person not to or if you feel deeply offended, contact your department head or other person in charge.
- It is a good idea to take notes on what took place, like the time, place, who was present etc.

Should you feel that your rights have been violated, the Equal Treatment Coordinator at Stockholm University can offer assistance. The office is located in the room A466 on the 4th floor of the A building of Södra huset at Campus Frescati.



Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.7 million visitors every year. The library is a natural meeting point on campus and a key agent of information supply at Stockholm University. At the library you will have access to all scientific literature that you need within the subject areas offered at the University.

The main library is located on the 4th floor and is connected to the D building of Södra huset at Campus Frescati. There are also many departmental libraries. Further information can be found at www.su.se/english/library

Students with disabilities

Stockholm University strives to develop inclusive study conditions and endeavours to identify the most appropriate support for each individual student with disability. It is very important that contact between your home university and Stockholm University is made at the earliest possibility. Before you can be nominated, the home university must investigate the possibility for Stockholm University to accommodate your needs.

It is the responsibility of both the home university and Stockholm University to cooperate and make the necessary preparations to enable students with disabilities to participate in exchange programmes.

Examples of forms of support:

- Note taking assistance
- Talking books and braille
- Sign language interpreter for students with hearing difficulties
- Extra tuition
- Oral instead of written exam
- Longer examination hours
- Special arrangements for teaching and examinations

Coordinator for students with disabilities
Seija Hiltunen

Visiting address: Room A377 on the 3rd floor of the A Building of Södra huset at Campus Frescati.

Opening hours: Tuesday, Wednesday and Thursday 10.00-12.00

Tel: +46 8 16 21 23

E-mail: seija.hiltunen@studadm.su.se

Dyslexia educationalist

Elisabeth Åman-Davis

Visiting address: Room A373 on the 3rd floor of the A Building of Södra huset at Campus Frescati.

Opening hours: Monday, Wednesday and Thursday 10.00-12.00

Tel: +46 8 16 21 11

E-mail: elisabeth.aman-davis@studadm.su.se

Independent Living's web page "Study and Work Abroad" contains information about university studies for people with disabilities: www.independentliving.org/studyworkabroad.

At Study abroad without limits.eu you can make contact with local students who have experience with disabilities and study abroad: www.studyabroadwithoutlimits.eu.

Student union

The Student Union is an independent organisation, run by students, whose main purpose is to improve the quality of education at the University. All members – including exchange students – are entitled to vote in the election for the Student Union parliament, where student representatives are elected. To be able to influence and improve educational quality, students have representatives on every board at the University. The Student Union also offers a mentor programme to exchange students and arranges other social activities on campus such as pubs, film screenings, parties and debates.

According to Swedish law all students at the University must enrol with and pay membership fees to the Student Union. The

fee is currently SEK 480 (June 2008) and should be paid during the Orientation days.

More information can be found at the Student Union website www.sus.su.se/english.php.

Interim personal identity number (P-number)

All exchange students at Stockholm University are provided with a special registration number. It is called P-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. The number consists of 9 digits, the letter P and a hyphen. The first six digits correspond to your birth date, in YYMMDD form. They are followed by a hyphen. The seventh to tenth are a serial number consisting of a letter P followed by three digits. You get the P-number when registered in the University database, and it will be printed on your Campus card (see below). Other organisations like banks, etc. may give you other fictive numbers in order to be able to register you. Swedish citizens all have personal identity numbers, personnummer, used in these situations.

Student cards

CAMPUSKORTET BY STUDENTKORTET

Campuskortet by Studentkortet is a student card offered to everyone currently enrolled at Stockholm University. You need to show your Campuskortet when sitting exams, as a proof that you have paid the Student Union fee. The card also entitles the bearer to discounts and offers on and off campus. For example, to qualify for discounts at SL, SAS and SJ you need the Campuskortet. The card will be sent to you approximately two weeks after you have paid the Student Union fee. If you do not yet have an address in Sweden when paying the membership fee to the Student Union, the card will be sent to the Student Union's office instead, where you can pick it up.

UNIVERSITY CARD

The university card allows you to borrow books and other materials from the library. More functions are planned and the card will eventually replace other card systems currently used at the University. Collect your card at the IT Information desk in room 201 on the 2nd floor of the B building of Södra huset at Campus Frescati. Bring a photo ID and your P-number.

Student computer account

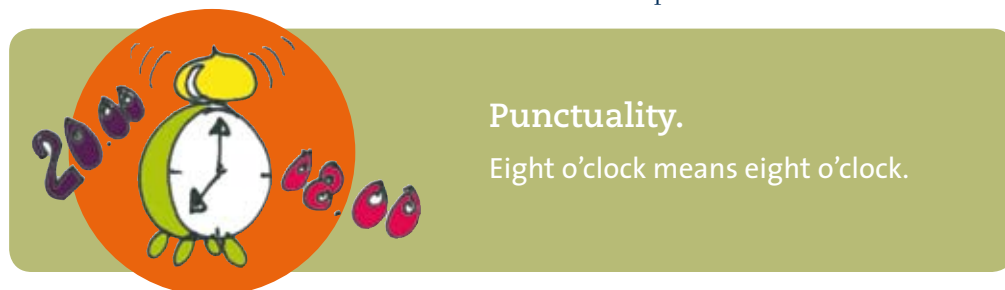
For access to the network and computers at Stockholm University all students need a student account. To open your account you need to visit the IT Information desk in room 201 on the 2nd floor of the B building of Södra huset at Campus Frescati. Bring a photo ID and your P-number. Before getting your password you must read and sign the regulations governing the use of network and computers. Your password will be activated within five hours.

Computer halls

There are five different computer halls on Campus Frescati and you can connect your own portable computer to the University's wireless network. Log on by using the username and password of your student account. Windows users may need to add @SU.SE to the username. You are responsible for maintaining the confidentiality of the username and password of your account. There are also some departmental computer halls. To gain access to these you might need special codes or passwords which will be given to you by the departments concerned.

COMPUTER HALLS ON CAMPUS FRESCATI

Computer hall Lantis: Located in Allhuset on the ground floor beneath Restaurant Lantis. 74 Windows and 54 Mac OS X computers and 52 workspaces with wireless net and electrical outlet.



Svante Arrhenius first presented his hypothesis on “greenhouse gases”, gases that can cause global warming, more than a century ago. He became the University’s first Nobel Prize winner in 1903. Paul Crutzen, a researcher in meteorology, became the University’s most recent Nobel Prize winner in 1995, for his research on the destruction of the ozone layer.

Two other Stockholm University researchers have been awarded the Nobel Prize in Chemistry: Hans von Euler-Chelpin (1929) was awarded the Prize for his research on sugar breakdown in the yeast process, and George de Hevesy (1943) won the prize for the use of radioactive isotopes to trace chemical reactions.

Other pioneers include Sonja Kovalevsky, who became Europe’s first female professor in modern time when she was appointed Professor of Higher Mathematical Analysis at the University in 1884. Bert Bolin, Professor of Meteorology at Stockholm University 1961-90, was a leading force behind the establishment of the UN’s Intergovernmental Panel on Climate Change, the IPCC, as well as its first chairman, between 1988-1997. In 2007 the IPCC, along with former US Vice-President Al Gore, was awarded the Nobel Peace Prize for its work on climate change.

Computer hall A2: 32 Windows and 35 Linux computers.

Computer hall A263: 37 Windows computers.

Computer hall A251: 26 Linux computers. Silent hall for individual work. Cell phone use is not allowed.

Computer hall A6: Located in Arrheniuslaboratoriet on the sixth floor in room 601 and 607. 15 Linux and 12 Windows computers.

Printing and Photocopying

The first 200 pages you print out are free of charge. Additional pages can be purchased at the IT Information desk in room 201 on the 2nd floor of the B building of Södra huset at Campus Frescati. 50 pages cost SEK 25, 100 pages cost 50. USB slots and audio-out ports are available in all the computer halls. Printing overheads is not possible. The Print Centre/US-AB located in the Lantis computer hall can help with overhead printouts, copying, printing, stapling and laminating.

There is also a photocopy room in Stockholm University Library and one photocopy room, provided by the Student Union, just outside the library. Some departments have their own photocopy rooms.

Mitt universitet (www.mitt.su.se)

Mitt universitet (“My University”) is a personalised portal for students and employees at Stockholm University. By logging on to Mitt universitet, you can check your grades and registrations, read and send e-mails and change your address

information. Mitt universitet also gives you access to a personal directory where you can save your documents and other files. Mitt universitet is currently only available in Swedish.

If you are having any problems with your student account or the student computers, dial 08 674 70 10 or 7010 from the phones in computer halls A2 and Lantis.

Stockholm University Library

Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.7 million visitors every year. The library is a natural meeting point on campus and a key agent of information supply at Stockholm University. At the library you will have access to all scientific literature that you need within the subject areas offered at the University. You will also have access to electronic information resources such as scientific databases and e-journals – on and off campus.

The main library is located on the 4th floor and is connected to the D building of Södra huset at Campus Frescati. There are also many departmental libraries. Further information can be found at the following web address: www.su.se/english/library.

Sports and recreational facilities

The Student Union at Stockholm University independently runs sporting facilities on campus. Further information can be found at the following web address: www.ssif.su.se/index_e.asp.

Residence and work permit

Foreign students who stay in Sweden for more than three months require a residence permit (uppehållstillstånd), with the exception of EU/EEA citizens.

The responsible authority in Sweden is Migrationsverket – the Swedish Migration Board. Please visit their website for details regarding the application procedure and application forms: www.migrationsverket.se

STUDENTS FROM OUTSIDE EU/EEA

Students from outside the EU/EEA must apply for a residence permit for studies at the Swedish Embassy/Consulate in their country of residence, directly after receiving the headed admissions letter. Applications for a residence permit can under no circumstances be submitted after entering Sweden. The cost for new applications is SEK 1,000.

- The following documents are required:
- a copy of a valid passport or ID-card
 - letter of admission from Stockholm University stating the duration of studies
 - proof that you can support yourself during your stay in Sweden (i.e. a bank statement in your name). A minimum of SEK 7,300 per month for the entire study period is required.
 - a valid health insurance, if the duration of the programme is one year or less.

EU/EEA/SWISS CITIZENS

Students from the EU/EEA no longer need residence permits for staying in Sweden for more than three months. An EU/EEA citizen must however register the right of residence at the Migration Board within three months after entering the country. It is free of charge. To register you complete a form with a request for registration of your right of residence. You should enclose:

- certified copies of a valid passport or ID-card stating your citizenship

- proof that you have been enrolled on a course/programme
 - assurance that you have your upkeep secured
 - assurance that you have comprehensive medical insurance that is valid in Sweden
- If you are a citizen of Switzerland you must apply for a residence permit.

Nordic citizens can spend time in and live in Sweden without having to register or have a work permit.

EXTENSION OF RESIDENCE PERMIT


A residence permit is granted for one year at a time. Extension of residence permit takes 6 – 8 weeks and must be done before the existing residence permit expires. The cost for extension is SEK 1,000. The following documents are required for extensions:

- proof that you have had funding amounting to SEK 7,300 per month (bank documents)
- proof of sufficient study results (circa 35 HECs per academic year)
- proof of funding for the remaining duration of the studies, that is SEK 7,300 per month

You are entitled to stay in Sweden while the permit is being processed, although it can be difficult to visit other countries in Europe without a valid Swedish residence permit. Students who return to their home country during summer or Christmas can contact the Swedish Embassy in their home country to renew their residence permits.

WORK DURING STUDIES

Foreign students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it is difficult to find a part-time job in Stockholm, especially if you do not speak Swedish.



During the spring, or on sunny autumn days, you might prefer to sit on the grass and read. Nature is always close when you are at the Campus. The Bergius Botanic Garden, with more than 9,000 species is located within walking distance from Campus. The herbal section, the botanic park with its flowerbeds, Victoriahuset, Edvard Andersson's glasshouse and the fruit and berry gardens are of an international standard.

Whilst only a few minutes journey from the city centre, Stockholm University is located in the middle of the world's first national city park. Beautiful natural surroundings, historical environs, and access to the dynamism of the capital and Sweden's largest job market are some of the features that make the University unique.

Health

Like everyone else, as a student you may be unwell from time to time. Here you can find guidance about what to do if you fall ill or have an accident. Please note that all fees may be subject to change.

STOCKHOLM STUDENT HEALTH UNIT *STUDENTHÄLSAN*

The Stockholm Student Health Unit works with health counselling and psychiatric counselling. Make an appointment or visit during reception hours if you need medical advice or want to see a psychologist. All visits are free of charge for students at Stockholm University.

Visiting address:

Studentpalatset, Norrtullsgatan 2
Telephone: +46 8 674 77 00
Underground: Odenplan (green line)
Medical reception:
Tuesday and Thursday 15.00–16.00
Psychiatric reception:
Wednesday 11.00–12.00

The Stockholm Student Health Unit also has a walk-in reception in room 4120 on the 4th floor of the B building of Södra huset at Campus Frescati. No appointment necessary.

Medical reception:
Monday 13.00–15.00 and
Tuesday 11.00–13.00
Psychiatric reception:
Wednesday 13.30–15.30

HEALTH CARE CENTRE *VÅRD CENTRAL*

There are several Health Care Centres in Stockholm, where you can see a doctor for emergency medical care or dental care. A visit for medical care costs SEK 260 (June 2008) for students with a Swedish personal identity number or students with an EU insurance card, and SEK 1,500 – 2,000 (June 2008) for students without an EU insurance card.

You can visit any health care centre, but we recommend that you visit CityAkuten Stockholm, as they are used to dealing with exchange students without a Swedish personal identity number.

CityAkuten Stockholm
Visiting address: Apellbergsgatan 48
Drop-in reception:
Monday–Friday 08.00–18.00
Closed Saturday and Sunday
Underground station: Hötorget

EMERGENCY HOSPITAL *AKUTSJUKHUS*

Opening hours:
24-hours daily
The emergency hospitals only take serious cases such as urgent heart problems, breathing problems and emergency stomach pains. If you are in a very bad condition, have someone dial the emergency number 112 for an ambulance.

Most people have lunch between 12–13. Teaching is often scheduled so that you can eat around this time. There is a range of different lunch restaurants on campus to choose from.



Insurance

All students in Sweden are currently covered by the personal injury insurance (the general student insurance) that is obtained on behalf of universities and colleges within the State insurance system by the Central Student Grants Committee. The insurance applies in Sweden during school hours and during travel to and from the location where school hours are spent.

In addition, all exchange students from universities with which Stockholm University has a formal exchange agreement are covered by the Swedish State Insurance for Foreign Students in Sweden (STUDENT IN). This coverage is restricted to your study period at Stockholm University and extends only to claims arising while you are physically present in the country of Sweden. The insurance applies 24-hours a day and includes:

- Disability and death payment
- Home transport cover
- Liability cover
- Legal expenses cover

Stockholm University strongly recommends students to have a complete insurance cover to avoid extreme costs that might occur. Carefully consider which level of insurance you need and pay particular attention to the coverage's restrictions and exclusions. For detailed information about the STUDENT IN insurance, please visit www.kammarkollegiet.selforsakr/villkor/studentineng.pdf.

Medical insurance

EU/EEA CITIZENS AND THE EUROPEAN INSURANCE CARD

Students from EU/EEA member countries should bring the European Insurance Card, issued by the Social Insurance office in your home country. The card states that you are entitled to health care on the same condi-

tions and at the same price as permanent residents in Sweden. Bring the card whenever you seek medical care.

CITIZENS OF ALGERIA, AUSTRALIA AND THE QUEBEC-REGION (CANADA)

Sweden has special agreements with Algeria, Australia and the Quebec-region (Canada) regarding emergency medical care. If you are from any of these countries, please contact the Social Insurance office in your home country for more information.

ALL OTHER CITIZENS

In some cases, the STUDENT IN insurance can cover necessary and reasonable costs for emergency medical care or dental care when the insured, during the policy term, suffers illness or has an accident.

This insurance applies to exchange students who are **not** citizens of a Nordic country, an EU/EEA Member State, Switzerland, another Convention country regarding medical benefits, or are registered in Sweden and therefore have a Swedish personal identity number or for other reasons pay the same health care fees as persons resident in Sweden.

This insurance does not apply to the extent the insured may receive compensation from another insurance.

If you need to see a doctor and this insurance applies to you, do the following:

- Visit the International Exchange Unit to get an insurance certificate signed and stamped by an International Coordinator.
- Show the certificate when you visit CityAkuten Stockholm. It is important to remember to keep your receipts for all medical treatment.
- Return to the International Exchange Unit and complete a claim form. Remember to bring all receipts.

Stockholm and Sweden

Cost of living

Stockholm is an expensive city to live in by Swedish standards. You should budget for approximately SEK 8,000 – SEK 9,000 per month for the duration of your studies. A typical student budget for one month in Stockholm could be (all costs in SEK):

Accommodation: 3,500

Food: 2,000

Local travel: 690

Other (course literature, Student Union fee, phone, insurance, hygiene, etc): 1,800

Clothing, hobby/leisure: 450

Total approx. SEK 8,440

Meals at a bar or self-service restaurant cost approximately SEK 60-80. The student restaurants at Stockholm University offer meals at reasonable prices, approximately SEK 55. Many students bring their own food that they can heat in microwave ovens provided by the Student Union.

Please note that if you are a non-Nordic non-EU/EEA citizen you must prove to the Swedish Migration Board that you will have a guaranteed sum of SEK 7,300 per month at your disposal throughout the entire period of your studies when you apply for a residence permit.

Climate and clothing

Stockholm has a moderate climate, with mild temperatures in both winter and summer. The longest night of the year is

21 December, when it is dark for about 18 hours. The coldest months of the year are usually January and February. Average temperature during winter months is about -3°C. Snowfall usually occurs from January to March. The longest day is 21 June, when the sun is up for about 19 hours. July and August are usually the warmest months with the average temperature being 16°C. Dress in Sweden, especially at university is mostly informal.

Local transportation

Public transport is easy to use in Stockholm, and in Sweden in general. Stockholm Local Transport, SL, provides travel by commuter trains, underground, buses, and boats, throughout greater Stockholm area. Underground stations are marked with a blue (T) and commuter train stations with a blue (J).

A 30-day card will provide you with unlimited travel within greater Stockholm. The SL card can be purchased at the SL Centres, at the underground or commuter train stations or at any Pressbyrå (in-station convenience store).

Students who hold a student identity card (Campuskortet by Studentkortet) can buy a Student Travelcard which gives reduction on the cost of travel. The Student Travelcards are for set periods of time; for example January to June or August to December. This card is only for sale at SL Center. SL Centers are located at T-Centralen, the

If you are invited to dinner to a Swedish family, do not forget to say tack (thank you). Swedes say it all the time.

– Kan du skicka saltet, tack?

– Varsågod!

– Tack!



Central station, Tekniska högskolan, Slussen, Gullmarsplan, Fridhemsplan and Täby Centrum. If you do not yet have a student identity card, you can be issued with an “SL certificate” at the Student Union’s office. When travelling with a Student Travelcard, you must always be able to prove that you have the right to do so.

If you are not a frequent user of the transport system you can buy a single ticket which is valid for one hour. It is possible to buy single tickets immediately before travelling, but it should be noted that this is the most expensive option. Tickets are available from machines or newsagents or via sms. Note that tickets cannot be bought onboard busses.

Further information, prices and a journey planner which helps you find the quickest route between two addresses or stations can be found at www.sl.se/english.

Telephone information

International calls can be made from all payphones. Should you wish to use a mobile phone whilst in Sweden, there are plenty of options and good deals can be found by shopping around in Stockholm. The best option might be to bring your mobile phone from your home country and purchase a pre-paid SIM card in Sweden, but check with your mobile phone company prior to leaving your home country to decide the best option for you once you are in Sweden.

Electricity

Swedish electricity uses 220 volts/50 cycles, and sockets generally only take plugs with two round pins. If you are bringing your own electrical equipment with you, find out if it can be used safely on this voltage or whether you will need an adaptor.

Some Basic Rules and Rights

PEDESTRIANS

Walk on the sidewalks. Pedestrians have the right of way over motor vehicles when

crossing the street where indicated at intersections. When crossing at an intersection with traffic lights, it is necessary to wait for the green walk sign.

BICYCLES

The rules of the road that apply to cars also apply to bicycles. A license to operate a bicycle is not required. If you ride your bicycle at night, equip it with lights and adequate reflectors. There are many designated bicycle lanes throughout the city.

SHOPLIFTING

Petty theft and shoplifting (theft under SEK 800) are included in criminal offences. Even first offenders will be given a criminal record. This would have grave consequences for a student’s future and can affect immigration status in Sweden.

ALCOHOL AND DRUGS

Sweden has a government alcohol monopoly called Systembolaget for sale of all beverages stronger than 3.5% by volume. This means that you can only buy alcohol at Systembolaget. You must be 20 or over to make purchases at Systembolaget. Restaurants and bars with proper permission can serve alcohol to anyone who is at least 18, though many nightclubs voluntarily require a minimum age above 18 (usually 20 or 23). Take a photo ID with you when you are out at night.

Both use of, possession of and trafficking in restricted drugs (marijuana, heroin, cocaine, etc.) are illegal and subject to a fine, imprisonment or deportation.

SMOKING

Smoking is prohibited in most public places and in all restaurants. There are some designated areas where you can smoke. You can be fined if you smoke in non-smoking areas.

We hope you have a pleasant stay!



The University holds responsibility for a collection of old paintings, glass and contemporary art. An extensive collection of contemporary art has been transferred from the National Public Art Council to Stockholm University, which can be seen throughout the campus area. A number of donated art collections, from the 16th century and onwards, are located at Spökslottet (the Haunted Mansion) on Drottninggatan.

www.su.se/english



**Stockholm
University**