

International Exchange Fact Sheet 2011/2012



Stockholm University School of Business

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<http://www.fek.su.se/en/Education/Exchange-students/>

Application

Requirements

Most courses in English are offered from the third year onwards. Thus, all students nominated for exchange should have studied a minimum of 1.5 years/90 ECTS at the university level before the exchange semester, including at least 1 year/60 ECTS of studies in business administration. Starting in fall 2011, semester 1 of the bachelor program will also be offered in English.

For studies fully on the graduate level, students should have completed at least 3 years/180 ECTS of study, majoring in business administration or a similar field.

Undergraduate students who have completed at least 2.5 years/150 ECTS, including at least 1.5 years/90 ECTS of studies in business administration, are often eligible for graduate level courses.

Nomination Deadline

Autumn Semester – April 30, 2011

Spring Semester – October 1, 2011

As there is no separate application process, please send complete academic transcripts along with student nominations!

Nominated students should also send the following:

- 1) An official university transcript in English (if not sent with nomination)
- 2) Motivation Letter (non-EU students)
- 3) Proof of English language proficiency (if applicable; see below for requirements)

Students will then receive the following from the international coordinator:

- 1) A registration form – to be returned by the deadline below by the student
- 2) An official Letter of Acceptance and insurance letter
- 3) A course list and course application form

Deadline for incoming students to return registration form:

Autumn Semester – May 15, 2011

Spring Semester – October 15, 2011

Visa requirements

A visa and/or residence permit is required for students from outside the EU/EEA/Switzerland and should be applied for as soon as possible after receiving the letter of acceptance. Please find country-specific information on how and where to apply from the closest embassy or consulate (see <http://www.swedenabroad.com/> for a directory). Also see the guidelines given on the Migration Board's website, http://www.migrationsverket.se/info/151_en.html.

Language of instruction: English; courses given in Swedish are available to Swedish-speaking students. No proof of Swedish ability is necessary.

Nominated students are expected to be highly proficient in English (spoken and written) in order to have a successful learning experience.

Our English language entry requirements for non-EU, non-native speaker exchange students are:

TOEFL-paper: 550

TOEFL-computer: 213

TOEFL-internet: 80 (Writing: 20, Speaking: 20, Reading: 20 and Listening: 20)

IELTS: 6.5 or higher (no subtest less than 6.0 in the Academic Module).

Expenses and Accommodation

Accommodation

Application for accommodation must be marked on the **Registration Form** (sent to students following nomination). There is no separate housing application.

Rent, either 15,500 (room) or 19,500 (studio apartment) SEK for the semester, is paid in two installments. Heating and electricity are included in the rent. Further information about university accommodation services, as well as information on finding housing individually, is available at: <http://www.su.se/english/study/exchange-students/housing>

When possible, it is highly recommended that students who plan to come to Stockholm far in advance register with one of the city's housing queues, such as SSSB: http://www.sssb.se/index.php?page=home_eng. This can make finding housing much easier if the student does not receive accommodation through Stockholm University.

Estimated living expenses

Rent	3,500
Food	2,000
Transportation	450
Miscellaneous	2,000
Total	7,950 SEK (Roughly 10 SEK=1 EUR)

This is an estimate and can vary greatly depending on students' lifestyles.

Tuition fees

Tuition fees are waived for exchange students.

Health/Travel insurance

All students in Sweden are covered by the Swedish state's personal injury insurance during school hours as well as while traveling to and from the university.

All foreign students are covered by Kammarkollegiet's Student IN insurance 24 hours a day during their time in Sweden. The insurance policy can be found online here:

http://www.kammarkollegiet.se/files/forsakringar_riskhantering/villkor_engelska_student_in.pdf.

Student services

Stockholm University International Office, <http://www.su.se/english/study/exchange-students>

Student Health Care Centre, <http://www.su.se/english/study/current-students/student-health-service>

University Library, <http://sub.su.se>

Sports facilities, http://www.ssif.su.se/index_e.asp

School of Business Student Association, www.fest.se

Student associations and clubs

Cafeteria and café

Orientation days for exchange students are held at Stockholm University Frescati Campus. For more information, please see

<http://www.su.se/english/study/exchange-students/orientation-days>

Useful information for all international students at Stockholm University can be found at:

<http://www.su.se/english/study>

Senior Buddy Program

The School of Business Student Association has a buddy program, called the Senior Buddy Program (SBP). Through SBP, incoming exchange students receive a Swedish buddy and participate in activities such as an introduction meeting in connection with Orientation Days, a tour

of the School of Business campus at Kräftriket, a crayfish party, a cruise in the archipelago, and more.

Swedish Language Courses

Credit-bearing Swedish language courses at different levels are offered by the Department of Scandinavian Languages to all incoming exchange students. More information about registering for Swedish courses will be given after students send in their registration forms. Information about the different Swedish courses available can be found at

<http://www.nordiska.su.se/pub/jsp/polopoly.jsp?d=9441>.

Academic Calendar 2010-2011

Semester Dates

Study Periods: one semester = 20 weeks made up of four five-week periods

Autumn Semester

Orientation day (compulsory):

August 25, 2011 (preliminary)

Teaching period

August 30, 2011 – January 16, 2012

Period 1 Aug 30 –Sept 28

Period 2 Sep 29 –Oct 29

Period 3 Nov 1 – Nov 30

Period 4 Dec 1 –Jan 16

Spring Semester

Orientation day

January 17, 2012 (preliminary)

Teaching period

January 17, 2012 - June 5, 2012

Period 1 Jan 17 – Feb 15

Period 2 Feb 16 – March 18

Period 3 March 21 – April 29

Period 4 May 2 – June 5

Public Holidays

November 5, 2011 – All Saints' Day

December 25, 2011 – Christmas Day

December 26, 2011 – Boxing Day

January 1, 2012 – New Year's Day

January 6, 2012 – Epiphany

April 6, 2012 - Good Friday

April 8, 2012 - Easter Sunday

April 9, 2012 – Easter Monday

May 1, 2012 – International Worker's Day

May 17, 2012 - Ascension Day

June 6, 2012 – Swedish National Day

June 23, 2012 – Midsummer Day

Teaching

Course information website

www.fek.su.se/en/Courses/

Students will be contacted with a finalized list of courses offered, along with a course registration form, at the end of the semester preceding their semester at the School of Business (roughly May for fall semester and November for spring semester). **Students are only able to choose courses that are offered by Stockholm University School of Business. It is generally not possible to choose courses from other departments at Stockholm University, unless specifically indicated on the course list.**

After returning the course application form, students will be pre-registered for courses and will find out which courses they have been registered for after arrival.

Academic prerequisites

Students should note the prerequisites for the course(s) selected. If the prerequisites for a course are not met, students will not be registered for that course.

Full-time workload

Full-time studies are comprised of four 7.5 ECTS courses, totaling 30 ECTS, per semester. Students are expected to take one 7.5 ECTS course per period, or two at a time throughout periods 3 and 4. There are four periods in one semester.

Autumn Semester

Please note that the autumn semester lasts until the middle of January. It is therefore important for students to plan accordingly in order to be able to attend their courses until the very end of the semester, as early exams are generally not possible. There is also no official break period during the winter holidays, so students must check their class schedules for conflicts before planning travel for that period.

Class attendance

Students are expected to attend all lectures and seminars. For some courses, attendance is compulsory. Failure to attend mandatory seminars can result in a failing grade for the course.

Transcripts

Two copies of students' official transcripts will be sent to the international office of the home university after the end of the semester. These transcripts will be sent automatically, and students do not need to request them. Note that only courses in which a passing grade was achieved will appear on transcripts.

Grading system:

Approximate percentage achieved	Swedish grading system	ECTS grade
90-100%	Pass with Distinction (VG)	A
80-89%	Pass with Distinction (VG)	B
70-79%	Pass (G)	C
60-69%	Pass (G)	D
50-59%	Pass (G)	E
49% and below	Fail (F)	F

Please note that Stockholm University School of Business will only issue grades to its exchange students in accordance with the ECTS grading system, that is: A, B, C, D, E or F.

Contact information – Office of International Affairs

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