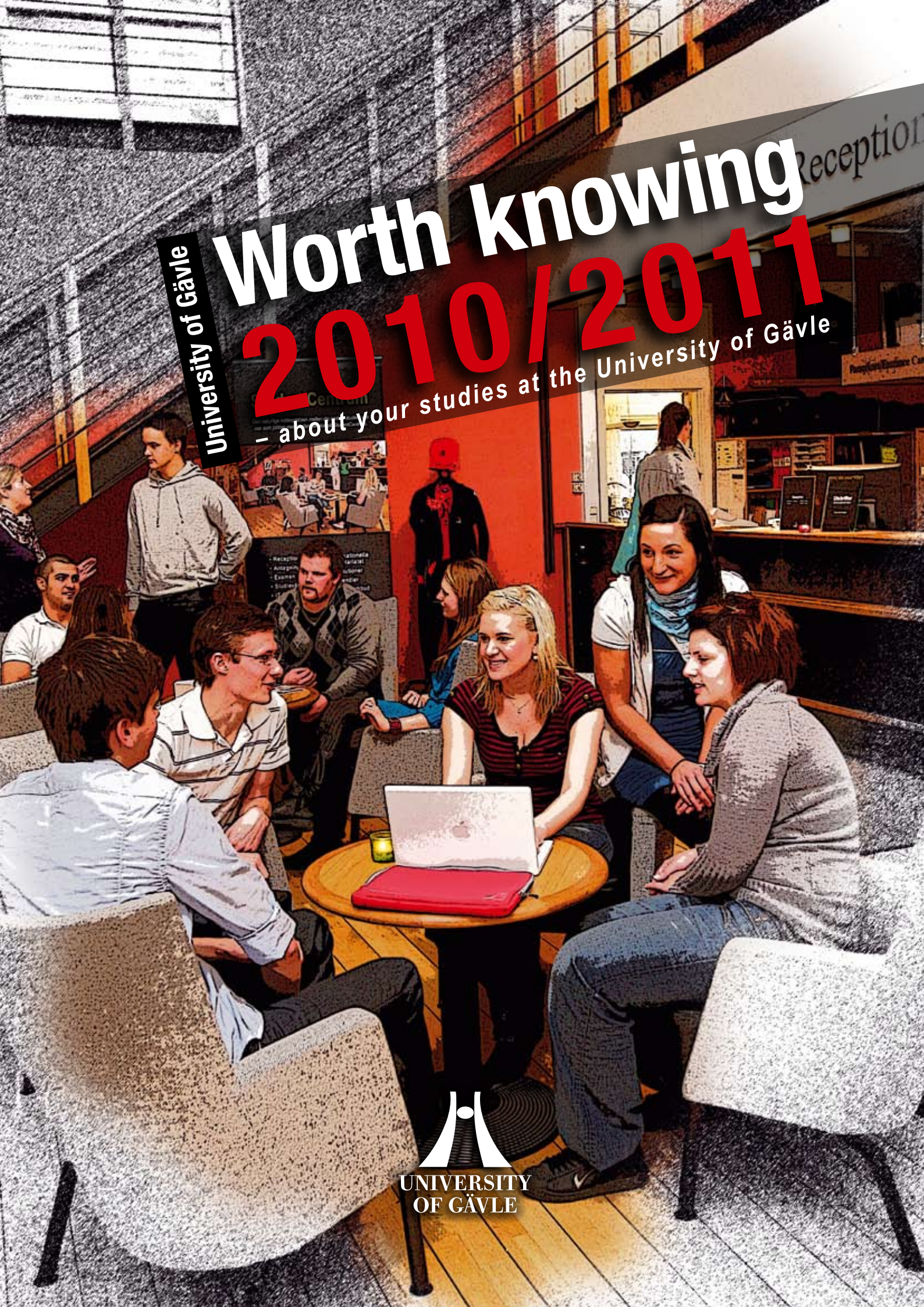


University of Gävle

# Worth knowing

# 2010/2011

– about your studies at the University of Gävle



UNIVERSITY  
OF GÄVLE



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The University of Gävle has 13 000 students including 6 000 full-time students who study in Gävle as well as other centres in our district.

We have approximately 700 employees. Our annual budget encompasses 500 million kronor.

At the University of Gävle we offer an undergraduate education in the form of study programmes as well as courses.

At a number of centres in and out of our district, distance education is available.



## WELCOME TO THE UNIVERSITY OF GÄVLE!

*You have just taken an important step in your life. We can promise you an education encompassing more than just your chosen subjects. The acquisition of instinct is not wasted time when doors you never knew existed are opened, both in the job market and in other areas. For most, student life is the best time in a young persons life, perhaps because curiosity is allowed to blossom more intensely.*

At the University of Gävle we will do everything we can to make your study time a memorable period in your life. As our students play a central role, our ambition is that your introduction will be as individual as possible. We believe that the beautiful environment, both inside and around the university, will inspire you to achieve good study results and develop a pleasant relationship with your fellow students.

Most of our activities can be found in our campus complex: lecture rooms, assembly hall, examination halls, restaurant, cafeteria and a library with 500 reading places as well as a circular reading hall with an atrium. The town centre of Gävle is within walking distance and there is a bus connection which also passes the railway station.

If you are a newly-arrived student in Gävle, you are not alone. Finding meeting places and new friends is often where the fun begins. The Gefle Student Union work in conjunction with student organizations to improve courses, student social environment and many of the entertaining aspects available to you during your study period. To become involved in the Gefle Student Union is therefore a great opportunity to take an influential part in student life and at the same time get to know students studying in areas outside of your own sphere.

So, once more:

***A warm welcome to the University of Gävle and the best of luck with your studies!***

# Welcome!



## THE STUDENT CENTRE

*This is a meeting place between you, the student and us at Student Services.*

*You will find informed personnel who can help you with most of your needs in connection with your studies at the University of Gävle.*

You will find many of the things you will need during your time on campus. We have many service functions that will make things easier for you.

We have the Student Service which offers advice on admissions, degrees, study guidance and IT support. Office of International relations and student representatives are our visiting guests from time to time. We invite other guests as well with the intent to create good service for our students at the University of Gävle.

We are a resource for you before you start your studies, during your time as a student, after graduation and when you return for post graduate studies.

You will find more information at [www.hig.se](http://www.hig.se)

Tea/Coffee time? Visit  
**Caffe Prego**  
in the Student Centre



## THE STUDENT PORTAL

*This is your introduction to several Internet Services. Many IT services are available around the clock.*

You can check your study results, register for courses, get transcript of your records, apply for Degree Certificates, view your personal schedule, register for examinations and notify of a temporary address change. The service is available after you have registered for a computer account.

<https://studentportal.hig.se/>



## Worth knowing ...before starting your studies

### ACADEMIC YEAR

1<sup>st</sup> semester is 30<sup>th</sup> of August 2010 to 23<sup>rd</sup> of January 2011. 2<sup>nd</sup> semester is 24<sup>th</sup> of January 2011 to 12<sup>th</sup> of June 2011. There are no official breaks for Christmas, New Year or Easter but there is usually a lecture-free period during these holidays.

#### Semester Dates:

1<sup>st</sup> semester 2010-08-30 – 2011-01-23

2<sup>nd</sup> semester 2011-01-24 – 2011-06-12

The academic year is also divided into four periods.

#### Period dates:

Period 1 2010-08-30 – 2010-11-07

Period 2 2010-11-08 – 2011-01-23

Period 3 2011-01-24 – 2011-04-03

Period 4 2011-04-04 – 2011-06-12

Examination weeks fall in the last week of every period. Re-examination weeks are week 33 and 34.

### APPEAL AGAINST DECISION

On certain questions students can appeal against decisions made by the university.

More information in The List of Rights: [www.hig.se](http://www.hig.se)

### BLACKBOARD

Many courses and programmes use the digital educational platform Blackboard.

An interactive digital introduction to Blackboard is available online.

To learn more about Blackboard go to [www.hig.se](http://www.hig.se), select "In English".

Through Learning Centre, students can get help and support if they have a problem with Blackboard via e-mail: [blackboard@hig.se](mailto:blackboard@hig.se) or 026-64 87 00

### CHOOSING COURSES WITHIN A PROGRAMME

As a student in a programme you are required to choose the courses you wish to study during the oncoming semester. Deadline for applying for the autumn semester is 15<sup>th</sup> of April and for spring, 15<sup>th</sup> of October. Information please visit: [www.hig.se](http://www.hig.se)

### COMPUTER CLASSROOMS

The university has a number of computer classrooms for both lectures and self-studies.

The main computer rooms are on level 1 in: House 11 (Munin), House 31 (Hugin) and House 51 (Frigg).

Please note that you are required to follow university rules and the ethical policy of Sunet when accessing our network and using our computers. The rules are listed on the university's web server. All computer games are forbidden during daytime and self studies always have preference over games.

Report faulty computer equipment to the IT department via: [itsupport@hig.se](mailto:itsupport@hig.se)

Hacking or hacking attempts into the university computer systems will have severe consequences, supported by Computer Law # 21, and reported for disciplinary action according to SFS 1982:976.

### COMPUTER ACCOUNT

A computer account is a requirement to gain entry to the university computers, to most of the library's electronic resources, to be able to log in to the digital educational platform Blackboard, the Student Portal, applications for examination/re-examination and web mail. A computer account consists of a user name and a password.

# Worth Knowing...before starting your studies

You can retrieve your computer account at:  
[www.hig.se](http://www.hig.se)

A computer account for university computer network/Internet use is available from IT-Support in House 22 after registration and upon showing of photo ID and Student Union receipt.

**Exception:** Students studying Computer Science, Computer for Engineers or Creative Computer Graphics must obtain a computer account from IT-Support in the Student Centre. Opening hours: 10–14 weekdays.

## COPYING/PRINT OUTS

To make copies you can either turn to Repro in House 21 (Oden) or use any of the copy machines set aside for students placed around campus. To access the copy machines you will need a copy card which you can purchase at the Library.

For larger copying work, Repro is recommended. Open times, Monday to Friday are: 08.00–12.00 and 13.00–15.00

## COURSE LITERATURE

A list of the literature required for every course can be found in the Course Syllabus – you are responsible for purchasing your own books. Further information is available from the course teacher or his/her Department. The Library does stock course literature, but in restricted quantity.

## COURSE AND COURSE SYLLABUS

All undergraduate education are in the form of courses. Study programmes consist of a

designated group of courses. Most courses earn between 7.5 and 30 credits.

The Course Syllabus specify the contents of the course as well the required course literature.

More information from:  
[www.hig.se](http://www.hig.se)

## CREDITS FOR COURSES/ COURSE SECTIONS

Those who have studied at other universities earlier, may apply for approved credits for courses studied at the University of Gävle. Applications are made on special forms and submitted to the respective Department office.

The decision to award credits for past studies as part of a course is made by the examiner. Print out the form at:  
[www.hig.se](http://www.hig.se)

## DISABLED

The organizer for students with a disability can be reached on: 026-64 86 41.

## EDUCATIONAL PLAN

Every Study Programme has an Educational Plan. The plan consists of the goal of the programme as well as its structure, the courses included and the degree path.

## EQUAL TREATMENT

The university must maintain an academic environment, where respect for the individual is a matter of course, which is free from harassment on grounds of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

This promotes a climate which gives study stimulation, well-being and fosters the conditions for personal growth and progress.

## EXAMINATIONS

Examinations are tests, oral or written, which take place after the end of every course or course section. There are also other types of knowledge assessment which can take the form of essays, seminars or thesis.

Registrations for written examinations are done via the Internet. **Mandatory registration** is made at least 10 days before the examination date (at the earliest 5 weeks in advance).

Log in to: <http://tentareg.hig.se> – use your computer account to log in. If you have not registered, you may only write the exam if there are available places. You must wait 30 minutes after the examination start before you can begin. Read more at: [www.hig.se](http://www.hig.se)

## IN CASE OF FIRE

In every study centre, every student (as well as teachers and other personnel at the university) is responsible for his/her own safety in case of fire. You can find a fire escape plan on each floor.

## INFORMATION CHANNELS

At [www.hig.se](http://www.hig.se) you will find most of the information concerning the University of Gävle.

Other ways to find information is via the internal TV, “Gefle Högtryck” (the Student Union’s member magazine) and “Dass Högtryck” (the Student Union’s weekly news). You



can also find information in The List of Rights (rights and obligations for a student).

## LABORATORIES AND LABORATORY COURSES (REGULATIONS)

Many courses include a compulsory laboratory section which takes place in one of the laboratories at the university. Specific regulations apply in all laboratories.

Entrance to the laboratories is restricted to those with sufficient knowledge of the rules regarding laboratory praxis.

There are specific regulations for each individual laboratory.

## PERSONAL ACCIDENT INSURANCE

All Universities have personal accident insurance through the Legal, Financial and Administrative Services Agency. Read more at: [www.hig.se](http://www.hig.se)

## RECORD OF REGISTRATION

This document shows registration of courses as well as completed study credits. You will find your record of registration via the Student Portal.

## REGISTRATION

Participation in examinations or tests is allowed only for students who are registered for the current semester at the university. Registration is done via the Student Portal a few days before the start of the course.

<https://studentportal.hig.se/>

## Re-registration

If you have participated in a registered course, but the required study time is incomplete, you will need to re-register next time the course is held to enable you to complete your studies.

You may only take part in the next lecture period if a vacant place exists. If, for example, it is a laboratory section you have not completed, you must contact the Department in good time for them to arrange a possible place for you.

## SCHEDULES

Can be found on: [www.hig.se](http://www.hig.se)

## SCHOLARSHIPS

The university offers about 60 scholarships to students within the areas of under-graduate education, post-graduate studies and to research students. Approximately 800 000 kronor is awarded annually. The awarding of scholarships is decided by The Scholarship Committee at the university. If you have questions please call 026-64 85 00 and ask for the scholarship administrator.

Application forms are obtained from the Student Centre or: [www.hig.se](http://www.hig.se)

## STUDENT SOCIETY

Most of the study programmes have a student society or club. In certain instances, students from a number of different programmes have formed a combined student society.

## STUDENT UNION CARD

The Student Union Card/Mecenat Card is your student union ID and proof that you are a member of Gefle Student Union. You have to bring it to gain entrance to events organized for the students by the student union.

In addition the card gives you discounts for travel, shopping, gyms etc.

The card will automatically be sent to you when you have paid the student union fee (save the receipt).

If you have any questions regarding membership please contact the student union office: 026-64 86 22, [org.sekr@geflestudentkar.se](mailto:org.sekr@geflestudentkar.se) or [www.mecenat.se](http://www.mecenat.se)

## STUDY DOCUMENTATION

The university has a computer-based register (Ladok) for all students. Identification number, name, address and personal details are listed as a result of the details given with your education registration at the university.

## THE HiG-CARD

Your HiG-card has multiple functions. It is used as an entrance card, library card and copy card.

You can collect your card at the Student Centre provided you can show ID. To use as a library card, bring the card along with your ID to the library for activation.



Worth Knowing...about us at the University of Gävle



## Worth Knowing ...about us at the University of Gävle

### ADMISSIONS/STUDENT RECORDS

This department is responsible for the admission to study programmes and courses.

Phone hours: Monday, Wednesday and Friday 10.00 – 12.00.

026-64 86 36

[antagningen@hig.se](mailto:antagningen@hig.se)

### CHURCH AT THE UNIVERSITY OF GÄVLE

Student Minister 026-64 86 50

Student Pastor 026-64 86 50

### DEGREE/CERTIFICATES

The department administers both degree and course certificates.

[examen@hig.se](mailto:examen@hig.se)

### FACULTIES

There are 3 faculties divided into 3 departments. You can turn to your faculty regarding any questions about your education.

#### **Faculty of Engineering and Sustainable Development**

- Department of Building, Energy and Environmental Engineering
- Department of Electronics, Mathematics and Natural Science
- Department of Industrial Development, IT and Land Management

#### **Faculty of Education and Business Studies**

- Department of Culture Studies, Religious Studies and Educational Science
- Department of Humanities
- Department of Business and Economic Studies

#### **Faculty of Health and Occupational Studies**

- Department of Health and Caring Sciences
- Department of Social Work and Psychology
- Department of Occupational and Public Health Science

### INDUSTRIAL LIAISON OFFICE (KONTAKTTORGET)

Kontakttorget acts as a liaison between the students and companies, both in the public and private sector, as well as other interesting organizations. You can find them in house 45 or contact them on 026-64 85 00.

### IT-SUPPORT

Contact IT-Support regarding your computer account questions, log-in problems, etc. IT-Support is located in the Student Centre (House 22) – open every weekday from 10–14. 026-64 88 80.

[itsupport@hig.se](mailto:itsupport@hig.se)

### LIBRARY

At the university library you will find printed and electronic material that is relevant to the university's education and research. Here you will find course literature, dictionaries, reference work, periodicals, newspapers, essays and theses. The library is a suitable place to study, to make use of reference literature, search the internet and databases. The library catalogue is available on the internet. On the library website you can find short films with introductions to the premises and to the catalogue. The library also offers courses in information searching and retrieval.

The university library has 500 study desks, 28 group study rooms and a quiet reading room. There are a lot of public computers, the library is also equipped with the wireless network. Access to most of the databases is also obtainable from home, in case you have an active student account.

026-64 85 48

[bibhig@hig.se](mailto:bibhig@hig.se)

[www.hig.se](http://www.hig.se)

The public library in the city has both technical and general literature, national and international newspapers, a wide selection of magazines as well as printed materials and databases with information about the EU.

### PRINCIPAL

The principal is the head of the university, responsible for the overall administration and management of the organization.

### STUDENT HEALTH

If during your time at the university you have concerns that affect your study situation, you can turn to the student health centre. Here you will find both a counsellor and a nurse. The student health centre is located in house 51 (Frigg), level 5.

#### **Counsellor**

By appointment only

#### **Nurse**

Drop in

Monday: 13 – 15

Tuesday – Wednesday: 9 – 11

All other times by appointment only

To make appointments please call 026-64 88 99

Phone hours:

Monday: 17 – 19

Tuesday – Wednesday: 11 – 12

### UNIVERSITY BOARD OF GOVERNORS

The ultimate responsibility for university operations lies with the Board of Governors. The Board is made up of 15 members: the university Principal, 3 representatives from the teaching faculty, 3 student representatives as well as 8 general interest members (one of which is the Chairman).

### UNIVERSITY OF GÄVLE

Visiting Address: Kungsbäcksvägen 47

Postal Address: University of Gävle,  
801 76 Gävle

Telephone: 026-64 85 00

Fax: 026-64 86 86

Website: [www.hig.se](http://www.hig.se)

University Open Hours:

Monday to Friday 07.00 – 18.30

Saturday 08.00 – 14.00

Sunday Closed

Students can use their entrance card at all times to gain access to the university.

# Worth Knowing...about us at the University of Gävle





## THIS IS THE GEFLE STUDENT UNION

The main duty of the student union is to represent students in the different boards and groups throughout the organization. To be part of the student union you have to pay a membership fee.

These are some of the things that you receive for your membership fee.

**STUDENT ACCOMMODATIONS** are intermediated through Gefle Studentkår. If you study in Gävle and have paid the union fee you are guaranteed a place to live during your studies.

Read more under the headline **“Student accommodation”**

**EDUCATION** is obviously a major concern for Gefle Studentkår. We work to ensure that the quality of the educations meets the standard it promises and is required to compete when you apply for a job or further education. Regular students can make a difference by representing their fellow students in several councils and boards at the university.

Read more about education under the headline **“Your representatives”**

**STUDENT WELFARE** issues are also a key aspect in our organization. Throughout the years of your education we continuously

work to make your social situation as pleasant as possible. This involves working with the community to arrange discounts and other collaborations, negotiate the conditions of your accommodation, travel possibilities and so on.

Read more about student welfare issues under the headline **“Your representatives”**

**THE STUDENT ADVISOR** at Gefle Studentkår work with problems you might have with your education. The Student Advisor can support you if something is wrong that prevent you from getting the proper education, such as problems with teachers or administrative difficulties. The Student Advisor can also help you if you feel that that you are being treated unfair or harassed.

Read more about the student counsellor under the headline **“Your representatives”**

**KLUBBMÄSTERIET** is a student association that arranges different activities for the students in their premises in Midgård. It involves pub nights, disco, theme parties and other recreational activities such as informal lectures or information from companies or cultural establishments that wish to come in contact with students. If you would like

arrange activities or just tend the bar contact the pub manager.

Read more about the student bar under the headline **“Sport and Leisure”**

**SPORT AND LEISURE** for the student is also a concern for Gefle Studentkår. We rent out the gymnasium where you can play and practise a number of sports. We also provide a travel card for the public transportation for those rainy days.

Read more about under the headline **“Sport and Leisure”**

We hope that your time on the University of Gefle will be rewarding, and if you have any questions regarding our activities please do not hesitate to drop by our offices.

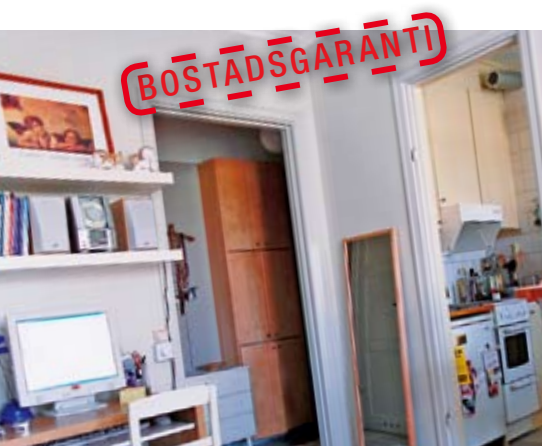
Welcome to House “Midgård”  
(House 91)

### Opening hours:

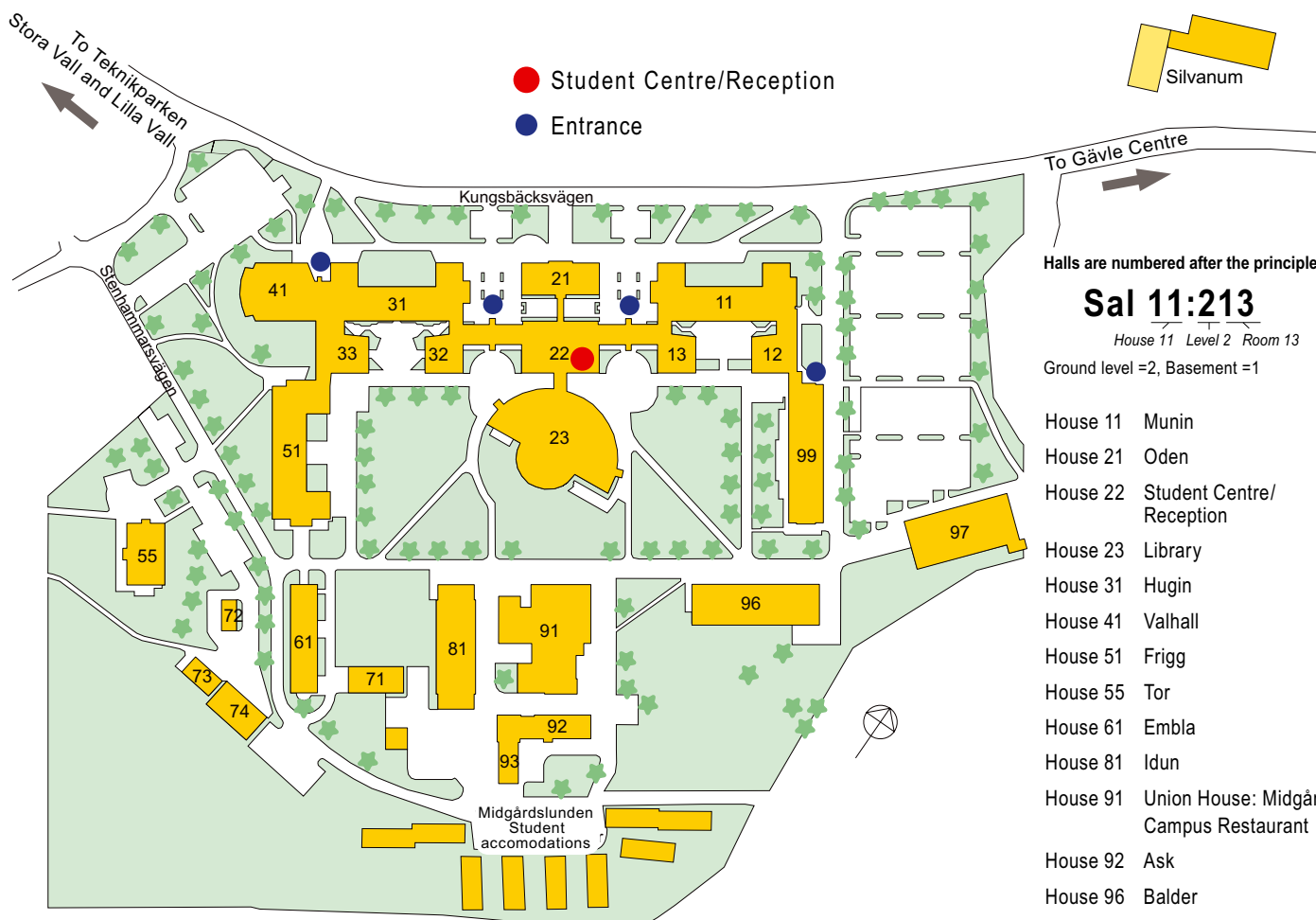
Monday to Thursday 10.00 – 15.00  
Friday 10.00 – 14.00

026-64 86 22, 026-64 86 84

[www.geflestudentkar.se](http://www.geflestudentkar.se)



# MAP OF THE CAMPUS



Halls are numbered after the principle:

**Sal 11:213**

House 11 Level 2 Room 13

Ground level =2, Basement =1

- House 11 Munin
- House 21 Oden
- House 22 Student Centre/ Reception
- House 23 Library
- House 31 Hugin
- House 41 Valhall
- House 51 Frigg
- House 55 Tor
- House 61 Embla
- House 81 Idun
- House 91 Union House: Midgård, Campus Restaurant
- House 92 Ask
- House 96 Balder
- House 99 Freja

