



Please note that this is not your admissions letter.

Welcome to the University of Gävle and the Master Programme in Logistics and Innovation Management, 60 credits

Programme Introduction and Registration

Registration and an introductory session to your programme is held on **28th of August, 10:15-12:00** in room **11:219**. Here you will receive a short introduction to your programme by me, **Robin von Haartman**, your programme director. For questions about the programme you can contact me via e-mail: rhn@hig.se or telephone: **+46 26 64 89 75**.

If you cannot attend this session you have to contact your Faculty in advance by e-mail: kurs-atm@hig.se. If you are absent from the registration without informing us, you will lose your place on the programme.

If you have been admitted or placed on a waiting list in the first admissions round you have to reply to the Notification of Selection Results you received via universityadmissions.se to keep the place you have been offered. If you have been admitted in the second admissions round you do not have to reply to the Notification of Selection Results. However, if you are not intending to start the programme, it is important that you decline the offer. That way your place can be offered to someone else. You can decline your offer via "My pages" at universityadmissions.se.

Introduction Day for International Students

The International Office at the University of Gävle welcomes you to the Introduction Day for International Students on **24-25 of August**. All international students are encouraged to participate. At the introduction day, you will receive information regarding rules and procedures, as well as practical information about studying and living in Sweden. For further details, please visit hig.se/newstudent.

Please send an e-mail to studentcentrum@hig.se to confirm your attendance at the introduction day.

Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at hig.se/newstudent

- 1 Activate Your Computer Account**
You can activate your computer account via hig.se/computeraccount two weeks before the semester starts. Your computer account consists of a username and a password and gives you access to the University web services.
- 2 Register for Your Courses**
You must be registered on your courses to attend lectures and sit exams. Course registration normally opens one week before the course start date. You will lose your place on the course if you do not register in time. Please register for your courses via the Student Portal at studentportal.hig.se
- 3 Log in to Blackboard**
The Blackboard platform is a web-based learning management system where you will find your course material. You can access Blackboard the day after you register for your course. [Log in to Blackboard](#).

Programme information

The programme will start with an introduction course, which will last for approximately two weeks. In the first period (28 of Aug – 5 Nov), you will also study one course in Logistics and one course in Reliability, maintainability and safety engineering. All required information will be given in the introductory session but, in order to facilitate efficient information sharing, it is also important that you have your University user name and password when the courses start.

Contact Information

If you, after having read the information provided in this letter, still have questions about the programme, you can contact me via e-mail: rhn@hig.se or telephone: +46 26 64 89 75.

For other, study-related questions, please contact the Student Centre at studentcentrum@hig.se.

General Information

Library

The library is located in the middle of campus and is open to everybody. You need to visit the library to activate your entrance card as a library card. You can reach all digital resources such as e-books and e-journals after logging in with your computer account. You can read more about the library services at hig.se/biblioteket

Campus

A map of the campus area is available at hig.se/newstudent

HIG Card

This card works as an entrance card and gives you access to doors and computer rooms. The card also works as a library card as well as a copy card. You can get the card at the reception desk at the Student Centre.

IT Support

This is where you turn to if you encounter any problems regarding your computer account or any other IT related problems. The IT support is open for visits 09.00-15.00 in building 22, Monday to Friday. You can also contact them by telephone +46 26 64 88 00 or email itsupport@hig.se

Course syllabus and Reading List

Find your course syllabus at hig.se/syllabuses

Course Schedule

Registered students at the University of Gävle will find their personal course schedules in the Student Portal. If you are not registered, you may find course schedules through our online schedule search service at schema.hig.se

Student Accommodation

You need to apply for accommodation yourself. Please remember to do it in good time before your arrival. You can find information about how to apply for student accommodation at hig.se/newstudent

The Student Centre

At the Student Centre you will find knowledgeable staff that can assist you in just about anything regarding your studies at the University of Gävle. The Student Centre is located in building 22. You will also find a café in this area and a TV display showing the daily timetabling. You can contact the Student Centre by email at studentcentrum@hig.se

Student support

Sometimes you need help to manage your studies and student life. At the University of Gävle we have several support functions to help you deal with various study-related situations, such as, for example, study counselling, student health, and support for disabled students. For more information about student support at the University of Gävle, please visit hig.se/studiestod