

Please note that this is not your admissions letter.

## Welcome to the University of Gävle and the Course The Art of Leadership, 7,5 credits!

This course is half time between weeks 35-44. I, **Dr W**, am your course coordinator. Contact me on e-mail [moawan@hig](mailto:moawan@hig.se) if you have any questions about this course.

### Get Started – 3 steps:

#### Computer Account

First, acquire a username + password at [webkonto.student.hig.se](http://webkonto.student.hig.se)

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

#### Register

Next, sign up for the course at [studentportal.hig.se](http://studentportal.hig.se) **21st August – 27th August.**

Questions? Student Administration Officer, Eva Persson, [kurs-ae@hig.se](mailto:kurs-ae@hig.se)

#### Course Web

Within 24 hours after you have signed up for the course, you will access the course web in Blackboard. Logon to Blackboard via the Student Portal.

Questions? [blackboard@hig.se](mailto:blackboard@hig.se)

Course	The Art of Leadership 7,5 credits
Course code	FEG312
Application Code	11129
Faculty	Faculty of Education and Business Studies

### Registration for Written Exams

Registration for exams, including retakes, via KronoX is mandatory. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that registrations will not be accepted beyond this time frame. If you are a distance study student and are unable to sit the exam on campus you can apply to sit the exam at another location. Applications must be submitted no later than three weeks prior to the exam. Contact your faculty for more information.

### Course Evaluation

After completion of your course a web-based course evaluation questionnaire will be sent to your e-mail address. Your answers in the course evaluation are very valuable and your comments will help us improve and develop the course for the future. All students registered on the course will receive a course evaluation report with all answers compiled.

### General Information

#### Library

The library is located in the middle of the campus and is open to everybody. Welcome to 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](http://hig.se/biblioteket)

### **Campus**

A map of the campus area is available at [hig.se/newstudent](http://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 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 (0)26 64 88 00 or email [itsupport@hig.se](mailto:itsupport@hig.se)

### **Course syllabus and Reading List**

Find your syllabus at [hig.se/syllabuses](http://hig.se/syllabuses)

### **Course Timetable**

Registered students at the University of Gävle can find the course timetables in the Student Portal. If you are not registered, you may find course timetables through our online timetable search service at [schema.hig.se](http://schema.hig.se)

### **Student Accommodation**

You need to apply for accommodation yourself. Please remember to do so in good time before your arrival. You can find information about how to apply for student accommodation at [hig.se/newstudent](http://hig.se/newstudent)

### **The Student Centre**

At the Student Centre you will meet knowledgeable staff who can assist you in just about anything regarding your studies at the University of Gävle. The Student Centre is located in building 22. You can also find a café in the area and a TV display showing the daily timetabling. You can contact the Student Centre by email at [studentcentrum@hig.se](mailto: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, student health care and support for disabled students. For more information about student support at the University of Gävle, please visit [hig.se/studiestod](http://hig.se/studiestod)