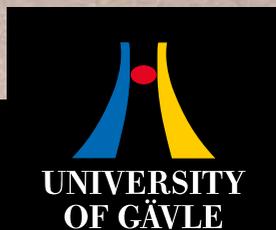


# International Student Guide





## Table of Content

---

BEFORE AND AFTER ARRIVAL	4
ACADEMIC INFORMATION	5
GET STARTED	7
AFTER YOUR STUDIES	9
UNIVERSITY SERVICES	10
CAMPUS LIFE	13
THIS IS SWEDEN	15
THE CITY OF GÄVLE	19
USEFUL INFORMATION	20
INTERVIEW WITH AN INTERNATIONAL STUDENT	21

# Welcome and Thank You for Choosing the University of Gävle!

It is a great pleasure for me to welcome you to the University of Gävle; a university where students and their interests are our focus of attention.

We offer you an area of study which is full of creativity and where collaboration with local businesses and municipalities is high on the agenda. We are an environmentally friendly and certified university with focus on sustainable human living environments. Our goal is that you will gain valuable in-depth knowledge in your field of study.

Your time spent here at the university is very important. While you are here, we encourage you to create a healthy balance between your academic activities and your enjoyment of the rich sporting and cultural opportunities that the city of Gävle offers.

I hope that you, at the end of your studies, will leave this University with not only a world-class qualification, but also with friends that you will cherish for a lifetime.

Welcome to us!



MAJ-BRITT JOHANSSON  
VICE-CHANCELLOR





## Useful Information

# Before and after arrival

### Insurance

Students coming from EU/EES countries should bring their Health Insurance Card. All other international students must arrange their own health insurance before coming to Sweden. It is also recommended for international students to arrange for liability insurance before coming to Sweden.

All universities in Sweden have a personal accident insurance for students during school hours through the Legal, Financial and Administrative Services Agency.

### Introduction

At the beginning of every semester the University of Gävle arranges an introduction for international students. During the introduction the University will provide you with practical and academic information. We recommend all new students to participate in the introduction! More information at [hig.se/newstudent](http://hig.se/newstudent)

### Student Accommodation

The University of Gävle does not arrange student accommodation for students, so you need to arrange accommodation on your own. You will find useful information on how to find accommodation in Gävle at [www.hig.se/newstudent](http://www.hig.se/newstudent)

# ACADEMIC INFORMATION

## Academic Year

The academic year in Sweden is divided into two semesters. A semester lasts for 20 weeks and each semester is further divided into two study periods. There are no official breaks for Christmas, New Year or Easter but there is usually a lecture-free period during these holidays. Examination weeks take place in the last week of every period. Re-examination weeks are at the end of August.

### AUTUMN SEMESTER

#### Period 1:

End of August – beginning of November

#### Period 2:

Beginning of November – end of January

### SPRING SEMESTER

#### Period 3:

End of January – beginning of April

#### Period 4:

Beginning of April – middle of June

## Courses

A course is usually worth between 7.5 and 30 academic credits. The course syllabus specifies the contents of the course as well as the required course literature. You are responsible for purchasing your own books. The Library does stock course literature, but in restricted quantity.

## Examinations

Examinations are oral or written tests, which take place at the end of every course or course section. There are also other types of assessments which can take the form of essays, seminars or theses.

Please note that students always **need to register for the written examination**. You register for an exam online at [kronox.hig.se](http://kronox.hig.se) or in the app *KronoX*. This should be done no later than 10 days before the examination date. If you have not registered, you may only write the exam if there are available seats in the hall. You must wait 30 minutes after the examination start before you can begin.



## Grading System

The University of Gävle uses a seven-point grading scale related to the learning objectives of the course. The following grading scale is used: Excellent (A), Very Good (B), Good (C), Satisfactory (D), Sufficient (E) and Fail (F, FX).

## Study Credits

Each semester covers 20 weeks of full time studies; 1 week equals 1.5 academic credits. Hence, a fulltime student studies courses amounting to 30 credits each semester.

The number of credits assigned by the University of Gävle corresponds to the European Credit Transfer System. One academic credit equals 1 ECTS credit (European Credit Transfer System).



## Applying for Courses Within a Programme

As a student in a bachelor or master programme you are **required to apply for the courses** you wish to study during the oncoming semester.

Deadline for applying for the autumn semester is April 15th and for spring semester October 15th.



## Equal Treatment

The University of Gävle does not accept any forms of harassment on grounds of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The university strives to maintain an academic environment where respect for the individual is self-evident. Students with different backgrounds should be able to meet each other with respect.



# GET STARTED

## Computer Account

A computer account consists of a *username* and *password*. This will allow you to access the University's web services, such as the Student Portal, Blackboard, webmail, campus computers and library databases. You collect your *computer account* online at [webkonto.student.hig.se](http://webkonto.student.hig.se)

## The Student Portal

The Student Portal is your introduction to several web services. You can check your study results, register for courses, create transcript of your records, view your personal schedule and notify us of a temporary address change. Many web services are available around the clock. The service is available after you have collected your computer account.

## Registration

Each semester you **need to register for the courses** you are taking. Without a course registration you are not accounted as an active student and therefore not allowed to participate in examination. Registration is done via the Student Portal a few days prior to course start.

## Blackboard

In all courses at the University of Gävle the digital educational platform Blackboard is used. On Blackboard you will find the course material and you can, for example, use Blackboard to submit assignments, take digital examinations and communicate through discussion boards and chats. Blackboard is available as an app *Blackboard Mobile Learn* which you can download to your smartphone.



## Schedules

Schedules can be found online at [schema.hig.se](http://schema.hig.se) or in the Student Portal once you are registered on your courses. A schedule app is also available for you as a student at the University of Gävle. The app is called *KronoX* and allows you to look up your schedule and save it, so you can easily access it next time.

## University Card

The University Card, also called HiG-card, has multiple functions. The card is used as an entrance card and it gives you access to the premises as well as the study rooms, labs and computers rooms. The card is also your library card as well as your copy card. In order to collect your University Card, please present a valid form of photo-ID at the Student Centre reception desk. If you want to use it as a library card, bring the card along with your ID to the library for activation.

## Computer Classrooms and Wi-Fi

The University has a number of computer classrooms for both lectures and self-studies. The main computer rooms are on level 1 in houses 11, 31 and 51. You can access them with your University Card.

A wireless network is also available in common areas within the university. Use your computer account to access the network. If you collect an extended computer account at IT-support you can use Eduroam (EDUcation ROAMing). Eduroam provides a safe internet access for you as a student when you visit the University of Gävle as well as other universities (almost all institutions in higher education are members). In Sweden it is also provided in places that are connected via The Cloud, for example Gävle Central Station and Arlanda Airport.

Please note that you are required to follow university rules and the ethical policy of Sunet when accessing our network and using our computers.

## Laboratories

Many courses include a compulsory laboratory section which takes place in one of the laboratories at the university. Specific regulations apply in all laboratories and only students with sufficient knowledge of the rules regarding the laboratory are allowed in. There are specific regulations for each individual laboratory.



# AFTER YOUR STUDIES

## **Transcript of Records**

A transcript of records shows all your results from the University of Gävle. You can generate your own transcript of records in the Student Portal. As an exchange student you will also have a transcript of records sent to your home address when all the results have been reported. This is normally done after your departure from the University.

## **Degree Certificate**

A degree certificate is a verification that you have acquired knowledge and abilities up to a certain level through your studies. You must apply for the degree certificate by sending in an application form once you have finished your studies.

The degree certificate states the degree awarded, the courses included, course grades and the date they were completed. The degree certificate is both in Swedish and English. Additionally, you will receive a Diploma Supplement which is an appendix in English describing the implemented education and its place in the educational system in Sweden.

## **Scholarships**

The University of Gävle offers about 60 scholarships to students within the areas of under-graduate education, post-graduate studies and to research students. These scholarships are a reward for an excellent study achievement. Approximately 700 000 SEK (ca 70 000 Euro) is awarded annually. Both Swedish and foreign students can apply for these scholarships. The awarding of scholarships is decided by the Scholarship Committee at the University.



## **Student Centre**

The Student Centre is a natural meeting place. You will find many of the things you will need during your time on campus. Student Services offer study guidance, advice on admissions, degrees and more. You can also find a café in the area, the IT support and a TV-display showing the daily timetabling. You are welcome to visit the Student Centre in house 22 or you can send an email to *studentcentrum@hig.se*

## **International Office**

The International Office works with internationalisation at different levels at the university. If you have any questions regarding practical matters you are welcome to visit the International Office, in house 22 or you can send an email to *studentcentrum@hig.se*

## **IT Support**

IT Support can help you with your IT related questions such as computer account questions and log-in problems. IT Support is located in the Student Centre. You are welcome to visit the IT Support in house 22 or you can send an email to *itsupport@hig.se*

## **Faculties**

The University of Gävle is divided into three faculties and each faculty is divided into three departments. You can turn to your faculty office regarding any questions about your education.

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

Faculty Office in building 31 and 61

Email: *kurs-ae@hig.se*

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

Faculty Office in building 12

Email: *kurs-atm@hig.se*

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

Faculty Office in building 51

Email: *kurs-aha@hig.se*



## **Library**

At the university library you will find printed and electronic material relevant to your education and research. You will find course literature, dictionaries, reference works, periodicals, newspapers, essays and theses. The library catalogue is available online. Access to most of the databases is also obtainable from home. If you need help, the library offers courses in information search and retrieval and on the library website you can find short films and tutorials.

The library is a suitable place to study as it has 500 study desks, 28 group study rooms and a quiet reading room. There are a lot of public computers and the library is also equipped with a wireless network.

The city public library 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.

## **Student Health Care**

A healthy life-style and general well-being are important factors for successful studies. Physical or mental stress can disrupt your study ability. The Student Health Care is a complement to the Health Care Centers which serve all citizens in the municipality. If you are in need of medical attention or pharmaceutical treatments you should turn to a Health Care Center first.

The Student Health Care offers counselling with health care counsellors. You can contact the Student Health Care if you need someone to talk to when things are getting troublesome and may start to affect your studies. All visits are free of charge and the Student Health Care staff is committed to professional secrecy.

## **University Church**

A student priest is linked to the University. The university church (or the student priest) is available for everyone regardless of your belief system; you are welcome to make an appointment. You can talk about any issues that affect your life. The Student Priest is sworn to secrecy and does not keep any records.



## **The Gefle Student Union**

The main duty of the Student Union is to represent students in the different boards and groups at the University. 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:*

**Education** is obviously a major concern for Gefle Student Union. We work to ensure that the quality of the education meets the promised and required standard needed in order 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.

**Student Welfare** issues are also a key aspect in our organisation. 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.

**The Student Advisor** at Gefle Student Union works with problems you might have with your education. The Student Advisor can support you if something is wrong or if something prevents you from getting a proper education, such as problems with teachers or administrative difficulties. The Student Advisor can also help you if you feel that you are being harassed or treated unfairly. You do not have to be a member in Gefle Student Union to see the Student Advisor!

**Klubbmästeriet** is the part of Gefle Student Union that arranges different activities for the students on the premises at Midgård. It involves pub nights, discos, 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 to arrange activities or just work at our events contact the event manager.

**The Buddy Program** is a program that the Student Union and the International Office at the University have started. We want experienced students to welcome the new students to Gävle and to the University and to make the new students feel welcome right from the start!

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

Welcome to House "Midgård" (House 91)

Read more about Gefle Student Union at:

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

---

## **Student Organisations**

### **Cult & Co**

Cult & Co is a student organisation for students studying the humanities and social sciences.

### **Gavlecon**

Gavlecon is a student organisation for students studying economics and real estate.

### **Gefleteknologerna**

Gefleteknologerna (G-Tech) is a student organisation for students studying at the Faculty of Engineering and Sustainable Development.

### **Hälsa-och idrottsprofilen**

Hälsa- och idrottsprofilen (HiP) is a student organisation for students studying sport science and health education.

### **PA Gefle**

PA Gefle is a student organisation for students studying human resources.

### **Pedagogerna i Gävle**

Pedagogerna i Gävle (PiG) is a student organisation for students studying teacher education.

### **VOX**

VOX is a student organisation for students studying nursing, social work and criminology.

---

# THIS IS SWEDEN!

Sweden is the third largest country in Western Europe. It borders with Norway to the west and Finland to the northeast. The distance from the north to the south is about 1.500 km. Sweden's population is 9,6 million people, and about half of the population live in or around the three biggest Swedish cities: Stockholm (capital), Göteborg, and Malmö.

## Swedes are just lagom

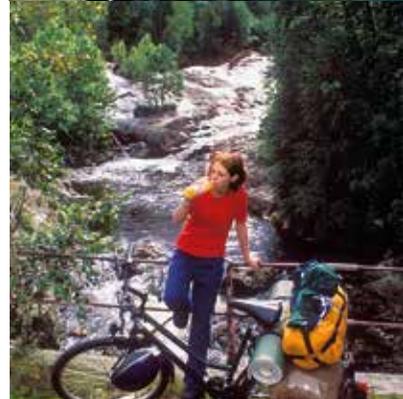
“Lagom” is a unique Swedish word, and it might be the best way to describe Swedes; ‘not too much, not too little, but just right’.

Swedes are a bit reserved, modest and might seem difficult to get to know but they are also very polite. Once you get to know them you will learn that they are very friendly and helpful. Most Swedes speak English very well. In Sweden we are not overly concerned about titles and status, in most cases everyone is treated in a similar way. For example, students and teachers tend to treat each other rather informally at the university.

We are known for being law abiding and very fond of queues. When waiting in line to pay for something you are supposed to wait in a proper queue. Punctuality is also important for Swedes; and being on time is more of a rule than an exception.

Swedes like doing things in social gatherings with other people. The coffee break, “fika” as it is called in Sweden, is part of daily life. You might notice that “godis”- candy – is very popular in Sweden and therefore there is a great variety of chocolates and candies to be purchased.

It is also important to know that when visiting a friend's house, shoes are always removed and left in the entrance hall.





## Sweden Facts

**Area:** 450,000 km<sup>2</sup> (174,000 sq mi)

**Capital:** Stockholm

**Population:** 9,689,555 million

**National language:** Swedish

**Currency:** Swedish Krona (SEK)

**National day:** 6 June

**Form of government:** Constitutional monarchy,  
Parliamentary democracy

**Religion:** 80 % belong to the Evangelical Lutheran  
Church of Sweden



## Useful Swedish Words and Sentences

SWEDISH	ENGLISH
Hej/Tjena	Hi/Hello
Hej då	Bye/Good bye
Tack	Thank you
Varsågod	You are welcome
Ja	Yes
Nej	No
Kanske	Maybe
Hjälp	Help
Förlåt	Sorry
Pengar	Money
Cykel	Bicycle
Buss	Bus
Tåg	Train
Flygplan	Airplane
Båt	Boat
Busshållplats	Bus stop
Flygplats	Airport
Dag	Day
Natt	Night
Månad	Month
År	Year
Rum	Room
Lägenhet	Apartment



Hus	House
Fika	Going for coffee/tea
Mat	Food
Fest	Party
Skåll!	Cheers!
Dator	Computer
Datasal	Computer room
Datorkonto	Computer account
Lektion	Lecture
Kurs	Course, class
Läxor	Homework
Lärare	Teacher
Schema	Timetable, schedule
Tenta	Exam
Skrivare	Printer
Sal	Lecture room
Bibliotek	Library
God morgon	Good morning
God dag	Good day
God kväll	Good evening
God natt	Good night
Hur är det?	How are things?
Hur mår du?	How are you?
Jag mår bra/inte bra.	I am good/not good.
Bra, tack	Good, thank you
Mitt namn är ...	My name is ...
Vad heter du?	What is your name?
Ursäkta	Excuse me
Jag förstår inte	I don't understand
Jag förstår	I understand
Kan du hjälpa mig?	Can you help me?
Var finns....?	Where can I find...?
Jag skulle vilja ha...	I would like to have... (e.g. for ordering in a shop)



# Public Holidays and Traditional Festivities

New Year's Day (*Nyårsdagen*) January 1<sup>st</sup>

Epiphany (*Trettondagen*) January 6<sup>th</sup>

Good Friday (*Långfredag*) in March or April

Easter Sunday (*Påskdagen*)

Easter Monday (*Annandag Påsk*)

Labour Day (*Första maj*) May 1<sup>st</sup>

Accession Day (*Kristi Himmelfärdsdag*) always on a Thursday in May

Sweden's National Day (*Sveriges nationaldag*) June 6<sup>th</sup>

Midsummer Eve (*Midsommarafton*) towards the end of June.

All Saint's day (*Allhelgonadagen*) first Saturday in November

Christmas Eve (*Julafton*) December 24<sup>th</sup>

Christmas day (*Juldagen*) December 25<sup>th</sup>

Boxing Day/St Stephens Day (*Annandag Jul*) December 26<sup>th</sup>

New Year's Eve (*Nyårsafton*) December 31<sup>st</sup>



# THE CITY OF GÄVLE

Gävle has a history of being an important meeting place. Products and services have been exchanged here during hundreds of years. Gävle is located in the centre of Sweden, about two hours north of Stockholm – the capital of Sweden, with excellent railway, road and air travel facilities via Arlanda, Stockholm.

Gävle has approximately 100,000 inhabitants and offer a wide selection of activities. You will find outdoor activities, sports, shopping as well as night-life — in short, all things you may need in your place of residence. For a middle-sized city, the range of available activities is very broad. Big international events are mixed with small local happenings. The short distances between most destinations in Gävle gives you more time to choose between action, relaxation and inspiration.

Gävle's ice hockey team Brynäs IF and football team Gefle IF are in the national league and Gävle has one of Sweden's seven professional symphony orchestras. There are over 500 non-profit organisations, ranging from triathlon, and running clubs to dance and cultural interaction.

The University campus is also located in a scenic area close to the Gävle River and the Boulogner Park and provides a great study environment only a few minutes away from the city centre.





# USEFUL INFORMATION

## PHONE NUMBERS

Emergency assistance – call 112

For non-emergencies (police) 114 14

Medical Advice Hotline – call 1177

## WEBSITES

University of Gävle

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

Facebook

[facebook.com/universityofgavle](https://facebook.com/universityofgavle)

The Official Gateway to Sweden.

[sweden.se](http://sweden.se)

Information About Higher Education in Sweden

[studyinsweden.se](http://studyinsweden.se)

Sweden's Official Website for Tourism and Travel Information

[visitsweden.com](http://visitsweden.com)

Swedish Tax Agency

[skatteverket.se](http://skatteverket.se)

Swedish Police

[polisen.se](http://polisen.se)

Money Exchange

[x-change.se](http://x-change.se)

[forex.se](http://forex.se)

Gävle Turist Information

[visitgavle.se/en](http://visitgavle.se/en)

Transport

[x-trafik.se](http://x-trafik.se) (Gävle City Transport)

[ul.se](http://ul.se)

[sj.se](http://sj.se)

[swebus.se](http://swebus.se)

# Interview with an International Student

## **Why did you choose to come and study at the University of Gävle?**

*It was through the collaboration, Linnaeus-Palme, that exists between the University of Gävle and the Makerere University Business School that I was selected as the best student in my class. This was an opportunity I could not turn away. To study in a state of the art university like this one is every student's dream in my country and so was mine.*



**Mugarura Amis from Uganda.**  
*Master Programme in Business Administration (MBA): Business Management.*

## **What is the best thing about University of Gävle?**

*When I arrived at the University of Gävle, I was struck by the study facilities starting with the library facilities down to the seats in the corridors. The library is fully equipped with hardcopy study material and electronic study sources such as access to various databases. There is enough space convenient for personal reading and group discussions as well. This is exactly what we need as students.*

## **What is the best thing about the city of Gävle?**

*I thought that I would be marginalised because of being black, but I was surprised by the way everyone associates me like I am a Swedish citizen!! And the efforts to gender equality too were all astonishing to me. This is not just about Gävle but Sweden as a country.*

## **What tips do you have for the International students coming here to study?**

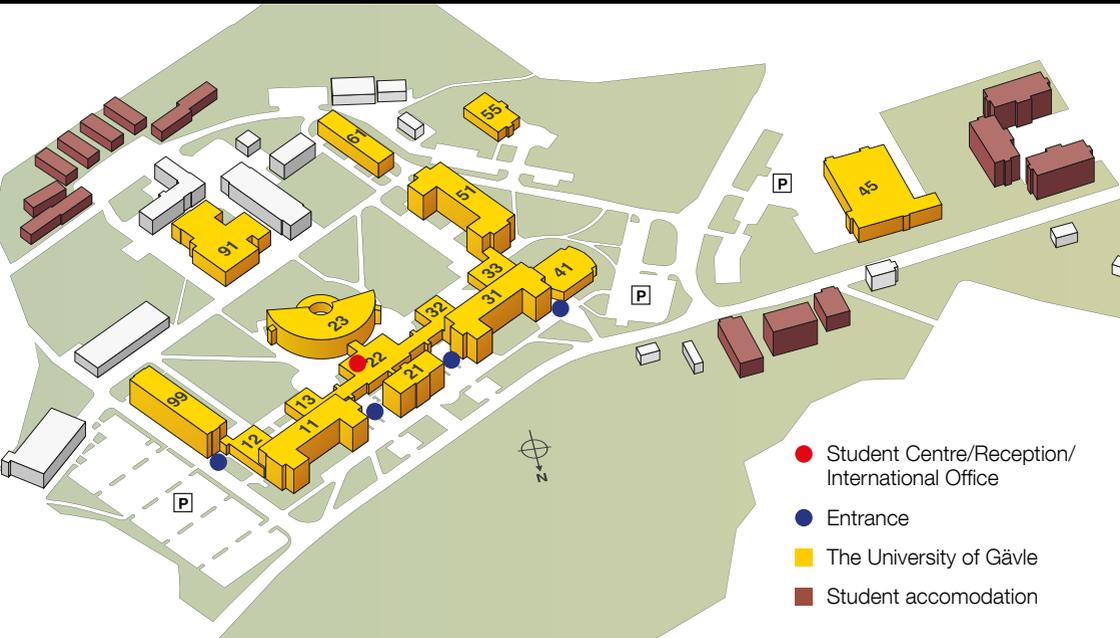
*Swedes may be a little shy, but very interesting people if you get to know them. So the international students should reach out and socialize. I myself found very interesting friends through outreach and group discussions.*

*The city of Gävle and the students union always provide very interesting events and parties. My tip is to go and have fun. Engage and enjoy your time in Gävle!*





# MAP OF THE CAMPUS



- Student Centre/Reception/International Office
- Entrance
- The University of Gävle
- Student accomodation

Halls are numbered after the principle:

## Hall 11:213

House 11 Level 2 Room 13

Ground Level = 2, Basement = 1

House 11	Munin	House 45	Heimdall
House 21	Oden	House 51	Frigg
House 22	Student Centre/ Reception/ International Office	House 55	Tor
House 23	Library	House 61	Embla
House 31	Hugin	House 91	Union House: Midgård, Campus Restaurant
House 41	Valhall	House 99	Freja

University of Gävle • SE 801 76 Gävle • +46 26 64 85 00 • [www.hig.se](http://www.hig.se)



The University is environmentally certified according to ISO 14001