

# International Student Guide





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# 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 that is full of creativity and where collaboration with local businesses and municipalities is high on the agenda. We are an environmentally friendly and environmentally certified university with focus on sustainable human living. 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 the University of Gävle!



YLVA FÄLTHOLM  
VICE-CHANCELLOR



# 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. We also recommend 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 Days

At the beginning of every semester the University of Gävle arranges an introduction for international students. During the introduction, the University provides 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 [hig.se/newstudent](http://hig.se/newstudent).

## Residence permit

If you are a non-EU/EEA citizen you need to apply for a residence permit via the Swedish Migration Agency ([www.migrationsverket.se](http://www.migrationsverket.se)). Please note that you can only apply for a residence permit after you have paid your tuition fee.

## The 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

## Week numbers

In Sweden we often use week numbers to refer to course starts and study periods. Weeks are numbered starting with week 1, first week of January, and finishing with week 52, last week of December. You can find how to add week numbers to your digital calendars under “Useful information for students” on [hig.se/newstudent](http://hig.se/newstudent).

## Academic Credits

Each semester covers 20 weeks of full time studies; one 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 one ECTS credit (European Credit Transfer System).

## 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 a course or course section. There are also other types of assessments, which can take the form of essays, seminars or dissertations.

Please note that students always **need to register for written examinations at least ten days before the examination date**. You register for exams via the Student Portal at [studentportal.hig.se](http://studentportal.hig.se).



## Grading System

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



## Applying for Courses within a Programme

As a student on a bachelor or master programme you must apply for the courses you wish to study the forthcoming semester. Course application deadline for the autumn semester is April 15th and for the spring semester, October 15th. You apply for courses via [universityadmissions.se](http://universityadmissions.se).



## Equal Treatment

The University of Gävle does not accept any forms of harassment on grounds of sex, gender identity or expression, ethnicity, religion or other belief system, disability, sexual orientation or age. The university strives to maintain an academic environment characterised by respect for the individual.

# GET STARTED

## Computer Account

Your computer account consists of a *username* and *password* that will allow you to access the University's web services, such as the Student Portal, Blackboard, library databases and our campus computers. You activate your computer account online via [hig.se/computeraccount](http://hig.se/computeraccount).

## The Student Portal

The Student Portal is your introduction to several web services. You can check your study results, register for courses, create a transcript of your records, view your personal schedule and notify us of a temporary address change via the Student Portal at [studentportal.hig.se](http://studentportal.hig.se). The service becomes available after you have activated your computer account. Use your computer account login details to log in to the Student Portal.

## Registration

Each semester **you need to register for the courses** you are taking. Without a course registration you are not considered an active student and therefore not allowed to participate in examinations. You can register via the Student Portal. Course registration normally opens one week before the course start date.

## Blackboard

Most courses at the University of Gävle use the digital educational platform Blackboard. In Blackboard you will find your course material and you can use Blackboard to, for example, submit assignments, take digital examinations and communicate through discussion boards and chats. Blackboard is also available as an app (Blackboard Student), which you can download to your smartphone.



## Timetables

Timetables can be found online at [schema.hig.se](http://schema.hig.se) or via the Student Portal once you have registered on your courses. A timetable app is also available called *KronoX*, which allows you to search for and save your timetable, so you can easily access it the next time you use the app.

## University Card

The University card, also called HiG-card, has multiple functions. The card works as an entrance card that 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 printing- and copy card. You can collect your University card from the reception in the Student Centre, building 22. Please present a valid form of ID. 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 several computer rooms, both for 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 (Wi-Fi) is available in common areas within the university. Use your computer account login details to access the network.

The wireless network *Eduroam* provides safe internet access for you as a student when you are at the University of Gävle as well as other universities (almost all higher education institutions use *Eduroam*). You can also use it in places that connect via The Cloud, for example Gävle Central Station and Arlanda Airport. You can use *Eduroam* if you activated your computer account via [universityadmissions.se](https://www.universityadmissions.se) or *EduID*. If you did not activate your computer account this way, you can collect an extended computer account at the IT support help desk in the Student Centre, building 22.

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 compulsory laboratory sessions, which take 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 to use them. There are specific regulations for each laboratory.

# AFTER YOUR STUDIES

## **Transcript of Records**

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

## **Degree Certificate**

A degree certificate is a verification that you, through your studies, have acquired knowledge and abilities up to a certain level. In Sweden you do not automatically receive a degree, you need to apply for it. You can apply for your degree certificate via the Student Portal after you have finished your studies.

The degree certificate states the degree awarded, the courses taken, course grades and the dates' courses were completed. The degree certificate is in both Swedish and English. Additionally, you will receive a Diploma Supplement, which is an appendix in English describing the nature, level, context and status of the studies completed.



## Student Centre

The Student Centre is a natural meeting place on campus. Here you will find many of the things you need during your time as a student. The reception is located here, as well as Student Services, which offer study guidance counselling, advice on admission, degrees and more. You will also find a café in this area, as well as the IT support help desk and TV-monitors showing student-related information and the daily timetabling. You are welcome to visit the Student Centre in house 22 or you can send an email to [studentcentrum@hig.se](mailto:studentcentrum@hig.se).

## International Office

The International Office works with internationalisation at different levels of 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](mailto:studentcentrum@hig.se).

## IT Support

IT Support can help you with your IT related questions, such as questions about your computer account or login problems. The IT Support help desk can be found 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](mailto: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 programme or course.

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

Faculty Office in building 31 and 61

Email: [kurs-ae@hig.se](mailto:kurs-ae@hig.se)

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

Faculty Office in building 12

Email: [kurs-atm@hig.se](mailto:kurs-atm@hig.se)

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

Faculty Office in building 51

Email: [kurs-aha@hig.se](mailto:kurs-aha@hig.se)



## Library

At the university library you will find printed and electronic material relevant to your studies. You will find course literature, dictionaries, reference works, periodicals, newspapers, essays and theses. The library catalogue is available online, at [hig.selliibrary](http://hig.selliibrary). You also have access to most of the databases from home. If you need help, the library offers courses in information searching and retrieval and on the library website you can find short films and tutorials.

The library is a great place to study and has 500 study desks, 28 group study rooms and a quiet reading room. There are a number of public computers and access to Wi-Fi throughout.

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. Find out more at [gavle.se/bibliotek](http://gavle.se/bibliotek).

## Student Health Care

A healthy lifestyle and general well-being are important factors for successful studies. Physical or mental stress can be disruptive to your studies and your general well-being. The Student Health Service offer counselling with professional counsellors as well as general advice on health and well-being. All visits are free of charge and the Student Health Service staff is committed to professional secrecy.

The Student Health Service is a complement to the Health Care Centres, which serve all citizens in the municipality. If you are in need of medical attention or pharmaceutical treatment, you should turn to a Health Care Centre first. You can also call the medical advice hotline on 1177.

## 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 to talk about any issues that may affect your life. The Student Priest is sworn to secrecy and does not keep any records.



## **The Gefle Student Union**

The Gefle Student Union represents all students studying at the University of Gävle and work to create the best possible university experience for students. The most important task 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.

*Here 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 for when you apply for a job or further studies. Students can make a difference by representing their fellow students in various councils and boards at the university.

**Student Welfare** issues are also a key concern for our organisation.

Throughout your education, we continuously work to make your social situation as good as possible. This involves collaborating with various actors to arrange student discounts, negotiate the conditions of your accommodation, travel possibilities and so on.

**The Student Advisor** at the Gefle Student Union works with problems you might have with your education. The Student Advisor can support you if something goes 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 the Gefle Student Union to see the Student Advisor!

**Klubbmästeriet** is the part of Gefle Student Union that arranges different activities for students. This involves pub nights, discos, theme parties and other recreational activities. If you would like to arrange activities or just work at our events, please contact the event manager.

**The Buddy Program** is a collaborative project between the Student Union and the International Office aimed at welcoming and helping new exchange students get familiar with the city of Gävle, the University and life in Sweden.

We hope that your time at the University of Gävle 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)

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## Student Organisations

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

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

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

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

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

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

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

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# THIS IS SWEDEN

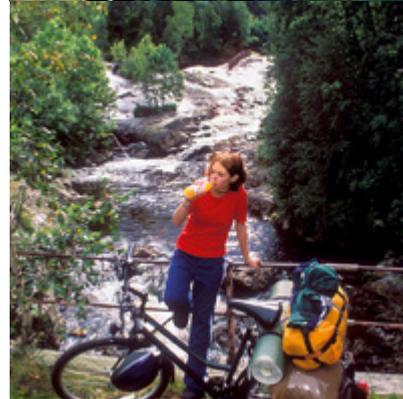
Sweden is one of Europe's largest countries to the surface but has a relatively small population, around ten million, of which nearly one million live in the capital, Stockholm. Sweden borders with Norway to the west and Finland to the northeast. The distance from north to south is about 1,500 km.

Sweden is a member of the European Union (EU) but has kept its own currency, Swedish krona (SEK). The official language is Swedish, but most Swedish people speak English very well as it is taught in schools from quite a young age.

Some of the stereotypes about Swedish people include that they are tall and blonde, a bit reserved, shop at IKEA, listen to Abba, and eat a lot of meatballs. Although some stereotypes may well contain a grain of truth, Sweden is full of many different types of people and we cherish that diversity. Equality is one of the cornerstones of Swedish society and we strive to make sure everyone enjoys the same opportunities, rights and obligations in all areas of life.

In Sweden, we are not overly concerned about titles and status. For example, students and teachers tend to treat each other rather informally at the university.

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, or sweets – is very popular in Sweden and that there is a great variety of chocolates and sweets for sale in many shops.





## 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:** 66% of the population belong to the Evangelical Lutheran Church of Sweden.



## Useful Swedish Words and Sentences

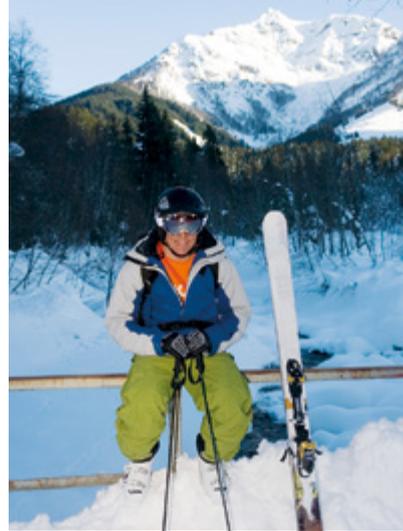
SWEDISH	ENGLISH
Hej/Tjena	Hi/Hello
Hej då	Bye/Good bye
Tack	Thank you
Varsågod	You are welcome
Ja	Yes
Nej	No
Kanske	Maybe
Hjälp	Help
Förlåt	Sorry
Pengar	Money
Cykel	Bicycle
Buss	Bus
Tåg	Train
Flygplan	Airplane
Båt	Boat
Busshållplats	Bus stop
Flygplats	Airport
Dag	Day
Natt	Night
Månad	Month
År	Year
Rum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



Hus	House
Fika	Going for coffee/tea
Mat	Food
Fest	Party
Skåll!	Cheers!

Dator	Computer
Datorsal	Computer room
Datorkonto	Computer account
Lektion	Lecture, class
Kurs	Course
Lärare	Teacher
Schema	Timetable, schedule
Tenta(men)	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's Eve (*Midsommarafton*) towards the end of June.

Midsummer's Day (*Midsommardagen*) towards the end of June.

All Saint's Day (*Allhelgonadagen*) first Saturday in early 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 for hundreds of years. Gävle is located on the east coast of central Sweden, about two hours north of Stockholm, the capital, with excellent railway, road and air travel facilities via Arlanda, Stockholm.

Gävle has approximately 100,000 inhabitants and offers a wide selection of activities. You will find outdoor activities, sports, shopping and nightlife. For a mid-sized city, there is a broad range of available activities; big international events are mixed with small local happenings. The short distance between most destinations in Gävle gives you more time than you think to choose between action, relaxation and inspiration.

Gävle has a high-ranking ice hockey team, Brynäs IF, and football team, Gefle IF. Gävle is also the hometown of one of Sweden's 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 International Student

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

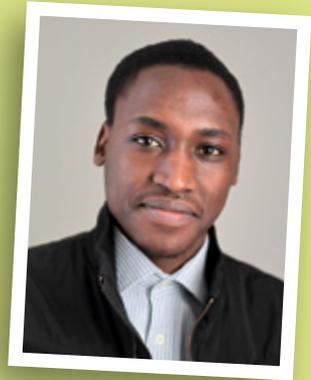
*It was through the collaboration, Linnaeus-Palme, that exists between the University of Gävle and the Makerere University Business School, where I was selected as the best student in my class. It was an opportunity I could not turn away. To study at a state-of-the-art university like this one is every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

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

*When I arrived at the University of Gävle, I was pleasantly surprised by the study facilities, both in the library and around the university. The library is fully equipped with hardcopy study material and electronic study resources. There is enough space for both private study and group discussions as well. This is exactly what we need as students.*

## **What tips do you have for other international students coming here to study?**

*Swedes may be a little shy, but they are very interesting people if you get to know them. As a new international student, you should reach out and try to socialise. The city of Gävle and the student union always provide very interesting events and parties. My tip is to go and have fun. Enjoy your time in Gävle!*

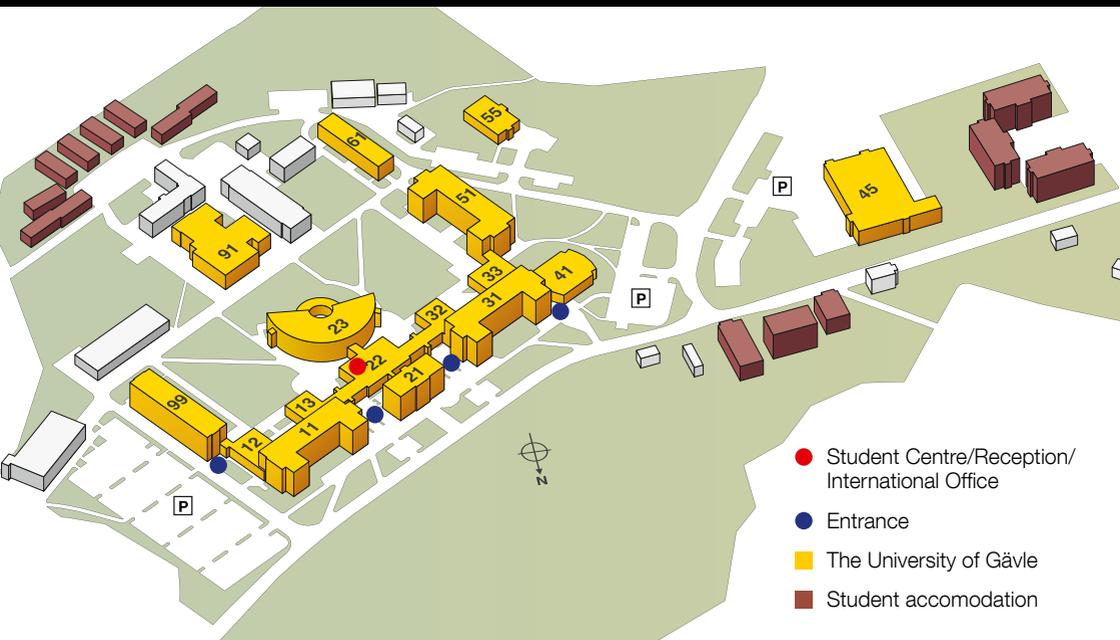


**Mugarura Amis from Uganda.**  
*Master Programme in Business Administration (MBA): Business Management.*





# 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

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The University is environmentally certified according to ISO 14001