



INFORMATION SHEET



UNIVERSITY
OF SKÖVDE

Updated on 2014-09-18

Contact Information

University of Skövde Erasmus Code: S SKOVDE01

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**University of Skövde
International Office**
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Application Procedure

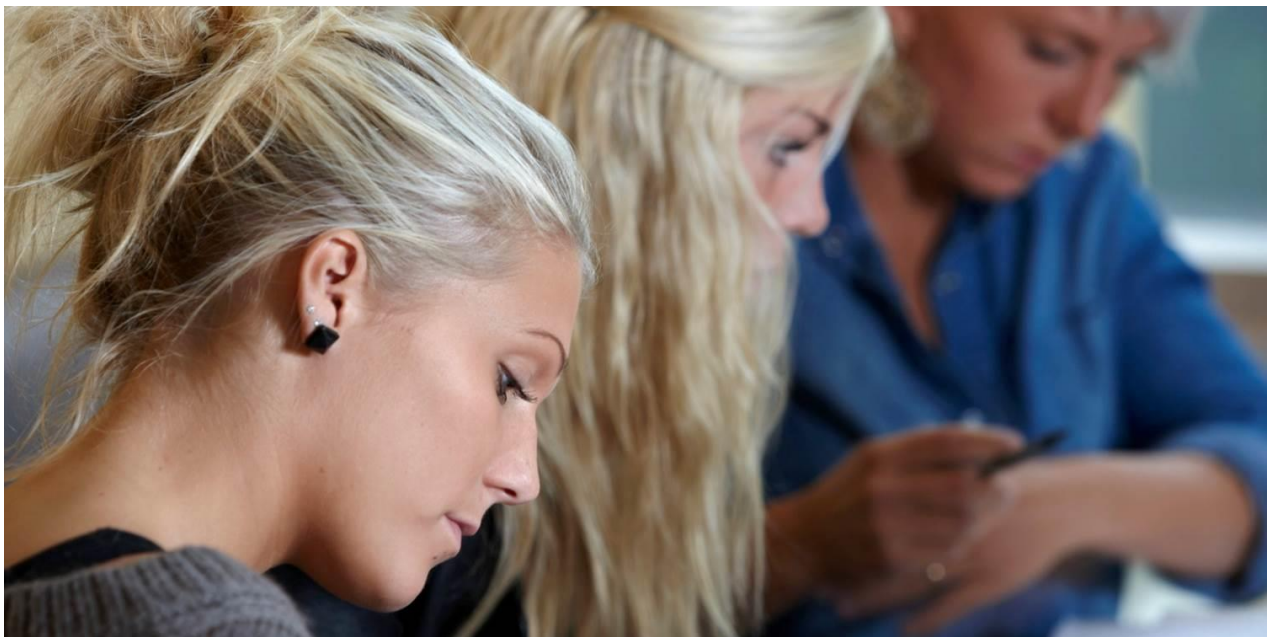
The online-application opens normally around mid-March for the autumn intake and mid-September for the spring intake. The online application will be published on our web site: <http://www.his.se/en/Prospective-student/Exchange-student/how-to-apply/>

Application Deadlines for Exchange Students

Autumn Semester: **April 15th** for the following autumn/fall semester (academic year)
Spring Semester: **October 15th** for the following spring semester

Instructions for the Students:

- 1)** You and your study advisor must carefully check the prerequisites for each course. Exchange students should only apply to courses where they fulfil the academic requirements. The prerequisites for each course can be found at the page Courses in English <http://www.his.se/en/SearchResult/?Filter=Filter+courses>. Fill out the form on your computer and after you have made sure that all the information is correct click the submit button.
- 2)** You will receive an on-screen confirmation. There will be an application number in this confirmation message.
- 3)** Print a copy of your confirmation.
- 4a)** Your course selection must be approved and your study advisor or equivalent must state that you fulfil the requirements for the selected courses.
- 4b)** You must fill out the information regarding your coordinator and enclose a written signature confirming your level of English.



5) Your coordinator must in the application also fill out the number of credits equal to full time studies at your university.

6) Please print your application number on all documents that you send.

7) Your confirmation and all of the documents required in the application must be available at the University of Skövde by the deadline.

8) Required documents to be enclosed with the application:

- A signed confirmation of the application by the responsible person at your university
- An official transcript of their university records in English
- A copy of a valid passport or national identity card. For non-EU students a copy of passport is requested.
- The department/institutional coordinator should also verify that the student has a sufficient level of English on the printed out application form before sending it to us
- A passport photo

Students who wish to apply for a degree from the University of Skövde after they have completed their studies in Skövde (including a Bachelor project), must submit syllabuses (descriptions) in English of the courses in their main field of study. Students who apply for a Bachelor project course must submit the syllabuses and transcript in English before they can be admitted to the course.

Please note that that a student's application will not be considered unless the transcripts from your university are in English or Swedish.

9) Letter of acceptance: Letter of Acceptance will be sent on a continual basis with a priority towards countries from outside Europe (since the students need to apply for a VISA on time etc.). The Letter of Acceptance will be sent once by email to European students and by ordinary mail and email to the non-European students

General Requirements for Admission

Language Proficiency

The study advisor at the partner institutions should confirm that the nominated students have the minimum recommended level (B2) according to the Common European Framework of Reference for Languages (CEFR). Read about the Common European Framework of Reference for Languages here:

<http://www.europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Other (Residence Permit, Health Insurance)

Non-EU citizens should apply for a residence permit for studies at the nearest Swedish Embassy or on the Swedish Migration Board website

<http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html>

The students must have a private health insurance before their arrival to Skövde.

Academic Information

Academic Calendar	
http://www.his.se/en/Prospective-student/education/academic-calendar/	
SPRING SEMESTER 2015 January 19, 2015 – June 7, 2015	AUTUMN SEMESTER 2015 August 31, 2015 - January 17, 2016

Please check dates for the exchange student orientation week (page 6) – Introduction Programme

Exam Sessions

Most courses end with a test in the form of a written examination in an examination room, where students' knowledge is tested. Other forms of tests can be home based ones, laboratory experiments, seminars and assignments to be submitted.

Course/Exam Registration

Course Registration

It is normally done after the arrival of the students at our university during the introduction programme.

Exam Sign-Up

The students must always sign up in advance if they want to take an examination or if they are retaking an exam. Examination sign up <http://www.his.se/en/Student/my-studies/Examination/Examination-Rules/Signing-up-for-the-examination/>

The students must sign up at the latest one week before the day of the exam. To be able to sign up for an examination they need access to the Internet and a student user account at the University of Skövde.

Course Information and Descriptions

Please go to the search engine <http://www.his.se/en/SearchResult/?Filter=Filter+courses>

Languages of Instruction

The University of Skövde offers courses taught in Swedish and English.

Available Courses for Exchange Students in English

Please go to the search engine <http://www.his.se/en/SearchResult/?Filter=Filter+courses>

Are exchange students allowed to take courses in different departments?

Yes, as long as they fulfil the requirements for each course.

Transcript and Other Documents after Completed Studies

For more information please go to <http://www.his.se/en/about-us/Services/Student-service/Order-Transcript/>

Grading System

Full study load for one semester (ECTS): 30 ECTS

Credit System / Grading System

For more information please see; <http://www.his.se/PageFiles/11025/credits-and-grades-at-the-university-of-skovde.pdf>

Practical Information for Incoming Students

Housing Information

Please see: <http://www.his.se/en/Prospective-student/Exchange-student/Accommodation/>

Student Housing Coordinator

Elin Tomasdottir

bostadsformedling@his.se

Tel: +46 500 44 86 00

Arrival / Pick-Up Service

Exchange students are expected to arrive in Skövde during certain “arrival days”, normally a week before the semester starts. If possible a pick-up service will be provided during limited arrival dates and hours. It takes the students normally from the train station in Skövde to the student accommodation in Skövde. The students will be asked to fill out arrival forms with arrival details. Information will be sent to the student after they have been admitted to studies at our University. At arrival on other days the students must arrange the transportation on their own. For more information about the pick-up service, please visit: <http://www.his.se/admitted>



Welcome and Orientation for Exchange Students

The Introduction Programme for the exchange students begins the week before the beginning of each semester. During the programme the student will get to know the University, the Student Union and its associations, the city of Skövde and its surroundings. They will go through the registration procedure, course schedules, computer access, security cards and much more. A special social programme will also be arranged. More information about the Introduction Programme will be sent to the students after they have been admitted to our University. <http://www.his.se/admitted/>

Intensive Language Courses / Language Courses

We offer several Swedish language courses on different levels and also English language courses. For more information, please see: <http://www.his.se/en/Prospective-student/education/language-courses/>

Guide for International Incoming Students

Please see the student guide <http://www.his.se/en/Prospective-student/Student-life-in-Skovde/Student-Guide/>

Student Support and Services

We offer the students different supporting services:

- Student Affairs Office:
<http://www.his.se/en/Student/Contact/Student-Affairs-Office/>
- Student and career counselling:
<http://www.his.se/en/Prospective-student/sa-har-gar-det-till/Student-and-Career-Councelling/>
- Student Health Service
<http://www.his.se/en/Student/Contact/Student-healthsService/>
- Special support for students with disabilities
<http://www.his.se/en/Student/Student-and-career-counselling/study-with-disabilities/>
- Study Support Centre
<http://www.his.se/en/Student/Contact/study-support-center/>
- Web support
<http://www.his.se/english/student/support-and-service/websupport/>
- Student Champlain's Office
<http://www.his.se/en/Student/Contact/Student-Chaplains-Office/>
- IT service
<http://www.his.se/en/Student/Contact/IT-Service/>

Website: <http://www.his.se/english/>

Facebook: <https://www.facebook.com/universityofskovde>

Twitter: @UniofSkovde @ SofiaMaier @AndreaHogskolan #UniversityofSkovde

Welcome to the University of Skövde!

