

International exchange students

**WELCOME TO
CHALMERS UNIVERSITY OF TECHNOLOGY**



CHALMERS
UNIVERSITY OF TECHNOLOGY

HEJ!

You are very welcome to Chalmers University of Technology and we hope that you are going to have an instructive and pleasant study period at our university. We are proud that you have chosen our university and for us you are very important. We will make every effort to make your stay both pleasant and worthwhile. In this brochure we will give you some important information regarding your study period at our university.

SHORT INFORMATION ABOUT CHALMERS

Chalmers was founded in 1829 as the result of a donation from William Chalmers. His forwardly optimistic motto, which remains ours today, is: "Avancez!"

Chalmers is a multifaceted academic and postgraduate university that conducts research and education across a wide front within the areas of technology, natural science and architecture. Our driving force is inspired by the joy of discovery and the desire for learning. Behind all that Chalmers accomplishes, the hope persists for participating in sustainable development – both nationally and globally.

Chalmers University of Technology is located in the centre of Gothenburg – and Gothenburg lies right in the centre of Scandinavia, equidistant from Stockholm, Oslo and Copenhagen. It's an attractive major city with a maritime atmosphere and within easy reach of outdoor activities in the rest of West Sweden. Half of Scandinavia's industries can be reached within a 300 km radius. The city has a friendly atmosphere with plenty of cafés, restaurants and pubs, wide avenues and beautiful parks and gardens.

Excellent engineering skills in a diverse and fun environment

At Chalmers students learn to think independently, and to meet future challenges with the help of modern engineering methods. All in order to prepare you for the global career demands of an engineer or architect.

Studies at Chalmers – a wise choice

Chalmers has highly qualified professors and teachers with long academic and commercial backgrounds. Project based assignments provide hands-on experience of working with others in teams. Independent problem solving is a frequent challenge and students are encouraged to explore their ideas and take them to fruition, ensuring Chalmers is a creative and dynamic place to be.

At Chalmers, we maintain close and fruitful cooperative relationships with the business sector and with society in general. There are a number of internationally renowned companies in the region including Astra Zeneca, Ericsson, ESAB, SKF and Volvo. Through these efforts, we strengthen our own development, and, at the same time, we contribute to the growth of society.



THE STUDENT PORTAL –IMPORTANT FOR YOUR STUDIES

www.studentportal.chalmers.se

The Student Portal is the students' intranet at Chalmers. In the Student Portal you will find the web services as well as useful information about studies and student life. Here you can use a lot of services, for example Sign up for examinations (mandatory), Search for examinations, View course registrations and Create certificate. The web services demand that you sign in, use the Chalmers ID account (CID) that you receive at the enrolment to sign in.

ADD AND DROP OF COURSES

Exchange students have all their registrations made by the international coordinators. You can make changes during the first week of each study period. You can see your current registrations in the Student Portal.

TRANSCRIPT OF RECORDS

You will be able to login into the Student Portal and print your electronic transcript of records when your grades have been reported into the Ladok system. There is a link at the end of the transcript that your university can use in order to validate the transcript.

Your computer account at Chalmers is valid for 6 months after you have finished your studies at Chalmers. Please note that when these 6 months have passed, you will no longer be able print your transcript of records from the Student Portal.

Final transcript - Incoming exchange students from Europe

When you have completed your studies at Chalmers we encourage you to generate an official electronic Transcript of records from our Student Portal when all their courses have been reported. At the end of each transcript you will find a verification code and a link to our system where you can validate the transcript. Chalmers strives to contribute to a sustainable environment and for this reason we have decided not to provide our partner universities within Europe or students from Europe with an official Transcript of records in paper. In case you will need a paper version of your transcript, please inform your coordinator about this.

Final transcript - Incoming exchange outside of Europe

When you have completed your studies at Chalmers, a final transcript will be issued and sent to the International Office at your home university. The transcript with the results from the autumn semester will be sent in mid-February. The transcript with the results from the spring semester will be sent in mid-July. If you have studied a whole year at Chalmers, the transcript sent in July will contain all your courses.

EXAMINATIONS

Different forms of examinations are used within the university. Most common is written examination. The examiner is responsible for the examinations of the course. If no students are registered for an examination, it will be cancelled.

The examiner provides information about the examinations for the course (form, date of normal examinations and of the first re-sit opportunity, aids and so on) in the course aide-memoire. This is particularly important when other examination forms than written exams in an examination hall are used.

As a candidate, you must by necessity closely follow the instructions of the examination supervisor in terms of your place in the examination room, as well as the placement of bags, briefcases, top coats, jackets and other personal belongings. You must also closely follow the rules for taking breaks to go to the bathroom.

On the Student Portal you can read more about rules and information regarding examinations at Chalmers: [Studies → Examinations](#)

Important things to keep in mind!

- Sign up for the exam in due time. Bring a snack when you're facing a lengthy examination.
- Bring pencils, erasers and aids that are permitted.
- Make sure that the aids you bring do not include your own personal notes or loose sheets. If you're uncertain of the rules, speak to the supervisor while you're taking the exam.

- Bring an ID card with your picture on it and your Student Union membership card.
- Arrive on time! The examination starts at either 8:30 a.m. or at 2 p.m.
- Top coats and bags are not allowed to be brought to your specific place in the room so please gather your personal aids and snacks before you take your seat.
- Mobile phones and other electronic equipment may not be brought to your seat in the examination room and must be shut off when placed into your bag or briefcase.
- Always follow the instructions of the exam supervisor.
- Do not disturb the other candidates who are taking the exam.
- Complete the examination on time.



CHALMERS STUDENT INSURANCE

All students who are admitted and registered at Chalmers are covered by insurance. As an incoming foreign exchange student, you are also covered by Kammarkollegiet's "Student IN" insurance. This insurance includes limited accident coverage twenty-four hours a day, the right to compensation for emergency medical and dental care or for emergency dental care in connection with illness or accidents, travel insurance when returning home, liability coverage, and legal expense coverage.

Please find out more on Kammarkollegiet's website:
www.kammarkollegiet.se

MEDICAL CARE

Students from the EU/EEA and Switzerland who are studying in Sweden for a period of less than 12 months are entitled to emergency and necessary medical care subject to the same terms and conditions as those who are resident in Sweden. Students must present your EU Health Insurance Card and pay the applicable patient fee.

If you do not have an EU Health Insurance Card you must pay the full cost.

If you come from a country outside the EU/EEA or Switzerland, you are welcome to contact the student health service, <http://web.akademihalsan.se/english/> for medical advice. If you turn to a public medical centre, you must pay the full cost of medical care when treated and then contact your coordinator at Chalmers to reclaim the costs from the insurance company. Save all the receipts.

SWEDISH BANK ACCOUNT

On the Student Portal you can find information about this. Having access to a Swedish bank account can be a convenient way to handle your money while in Sweden. You can contact any bank but the Swedish bank SEB is especially willing to accept international students as customers.

www.seb.se

SWEDISH LANGUAGE COURSE

Students who are interested in learning some Swedish can take evening classes at Folkuniversitetet, which is a private school that offers Swedish language courses for exchange students. New courses start every month throughout the year. Courses take place one or two evenings per week in blocks of 4 weeks. Chalmers' students will receive a discount. Further information about the Swedish language course may be found on the web page: http://www.folkuniversitetet.se/In-English/Swedish-courses/swedish_goteborg/

PROLONG YOUR STAY

Exchange students who arrive during the Autumn semester can sometimes prolong their stay to one academic year. This is only possible if the agreement allows it and if the coordinator at your home university and your coordinator at Chalmers approve.

Contact Chalmers International Mobility to investigate if it is possible. European exchange students who wish to extend their stay and study for a degree can apply for Chalmers' master programmes. Citizens of the EU are exempt from tuition fees. If you would like to extend your stay and are planning to study for a degree it is important that you select courses which are including in the master programme that you are interested in. For more information, please contact your coordinator at Chalmers.

CONTACT

The Student Centre

Chalmers' Student Centre is located in the main library on Campus Johanneberg at Hörsalsvägen 4, and in building Saga on Campus Lindholmen. The staff at the front desk can help you with practical matters related to your studies and life at Chalmers.

Telephone number: +46-31-772-32-50

Email: student.centre@chalmers.se

Visiting hours: please see the Student Portal.

Chalmers International Mobility

Exchange students who need help or advice can contact Chalmers International Mobility (CIM), which is situated on the 6th floor of the Applied Physics building.

Visiting address: Fysikgården 4

E-mail: studentexchange@chalmers.se

Opening hours: Monday, Tuesday and Thursday 10:00-15:00, other times by appointment.

Exchange student coordinators:

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