

StudentGuide

UNIVERSITY OF SKÖVDE



UNIVERSITY
OF SKÖVDE

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Welcome to the University of Skövde

As Vice-Chancellor of the University of Skövde, I am pleased to extend a warm welcome to our University and your study period here.

The faculty and staff are ready to welcome you to the studies and the campus. All students are eager to meet and introduce you to all that is happening in our world. We are proud of our learning environment and the quality of the teaching.


A broad diversity of courses and programmes are available for you. On campus you have the library, Internet access and laboratories which offer good opportunities to support your learning. The diversity within the University provides an atmosphere that sparks curiosity and a passion for knowledge.

The faculty members are available to advise you about your academic studies and encourage you along your path to become a great student. We are all interested in doing the best for providing tools for you when you build your future career and take the first step in your life-long learning.

Welcome to the University of Skövde!


Sigbritt Karlsson, vice-Chancellor



A close-up portrait of a middle-aged woman with dark brown hair and bangs, blue eyes, and a gentle smile. She is wearing a dark grey blazer over a black and white patterned scarf. A large, white, stylized quotation mark is positioned behind her head and shoulder. Overlaid on this mark is a quote in a purple serif font. The background is a plain, light-colored wall.

*The diversity within the
University provides an atmosphere
that sparks curiosity and a passion
for knowledge.*



*The University's campanile,
which is an 18-meter-high bell tower,
was completed in 1999 and is now
a natural meetingplace on campus.*

The University of Skövde

The University of Skövde, established in 1977, has grown rapidly in the recent years - from 300 to over 10,000 students. The University offers a range of traditional, but also cross-disciplinary study programmes within a number of different areas. Our wide-ranging schools offer over 600 courses, and a choice of approximately 50 study programmes and master's programmes.

AN INTERNATIONAL UNIVERSITY

The University of Skövde cooperates with approximately 90 partner universities worldwide, including most European countries, but also universities in Australia, Bangladesh, Canada, China, India, Indonesia, Mexico, Thailand and the United States. These partnerships involve the exchange of students, faculty staff, and international research.

Every year over 200 international students from around the world come here to study. In line with the European Bologna Declaration of Education, The University of Skövde develops the curriculum to achieve greater compatibility and comparability internationally.

A MODERN CAMPUS

The University is located on a modern campus in central Skövde and offers an active student life. The campus includes a large parkland area, library, restaurants, Student Union Office, Student Support Office and the Student Affairs Office. Most student accommodation and the Student Union House are within walking distance from the campus. The library is the University's central resource for information and literature and has approximately 120 000 volumes concentrating on the University's areas of expertise.

The University's growth has generated an increased need for the premises, in which several new buildings have sprung up on campus over the past decade. The University's campanile, which is an 18-meter-high bell tower, was completed in 1999 and is now a natural meeting place on campus.

GOTHIA SCIENCE PARK AND PORTALEN

Gothia Science Park – business incubator and talent factory, is the natural meeting place between industry and academia. In September 2009, an 11,000-square-meter building complex was inaugurated. This new building, named Portalen, houses the University of Skövde's Research Centres and provides lab and office facilities for companies with a similar focus, making it one of the most integrated environments for research and development in Sweden.

QUICK FACTS

The University of Skövde was established in 1977.

Number of Students and Staff:

- About 10 277 individuals and 4 475 full year students
- Staff: about 450

Study Programmes and Master's Degrees:

We have some 50 study programmes in Swedish (both on undergraduate and advanced level) and over 600 courses. We also offer some master's programmes and some 100 single subject courses in English.

OUR INTERNATIONAL MASTER'S PROGRAMMES

- Applied Mechanics
- Bioinformatics
- Biomedicine
- Decision Support Systems 60 ECTS
- Decision Support Systems 120 ECTS
- Media, Aesthetics and Narration
- Mind, Brain and Wellbeing
- Molecular Biology
- Serious Games
- Systems Biology 60 ECTS
- Systems Biology 120 ECTS
- Web Computing 60 ECTS
- Web Computing 120 ECTS





WHY SKÖVDE?

- Ranked as the top one university in Sweden and the second best in Europe regarding “learning overall” (ISB benchmark 2010/2011).
- Rated number one in performance feedback, IT-support and living cost (ISB benchmark 2010/2011).
- VOLVO Preferred Research Partner. The University of Skövde was the first university to enter the programme VOLVO Preferred Research Partner. Only five higher education institutions in the world are classified as VOLVO academic partners.
- The first university in Sweden that has become a preferred Knowledge Environment by the Swedish Knowledge Foundation.
- Shares premises with Gothia Science Park – business incubator and talent factory, a natural meeting place between industry and academia.
- Our Game Incubator at Gothia Science Park is the world leading talent factory in the field of computer game development.
- The University of Skövde, together with Skövde Town Hall, was the European champion of entrepreneurship, awarded at the European Enterprise Awards 2009.
- Our master’s students were awarded “Best Serious Game” at Swedish Game Awards 2011.
- Close cooperation with the labour market and the industry to create employable students.
- Good relations between students, teachers and other staff.
- Centrally located in the town of Skövde, surrounded by beautiful nature and the two largest lakes in Sweden.
- Close to everything - only a two-hour train ride to Stockholm and one hour to Gothenburg.
- A young university with an internationally competitive research environment.
- 11 000 students, 50 degree courses and over 600 single subject courses.
- International master’s programmes taught in English.



CONTACT INFORMATION

Visiting address

Högskolevägen, Skövde, Sweden

Mailing address

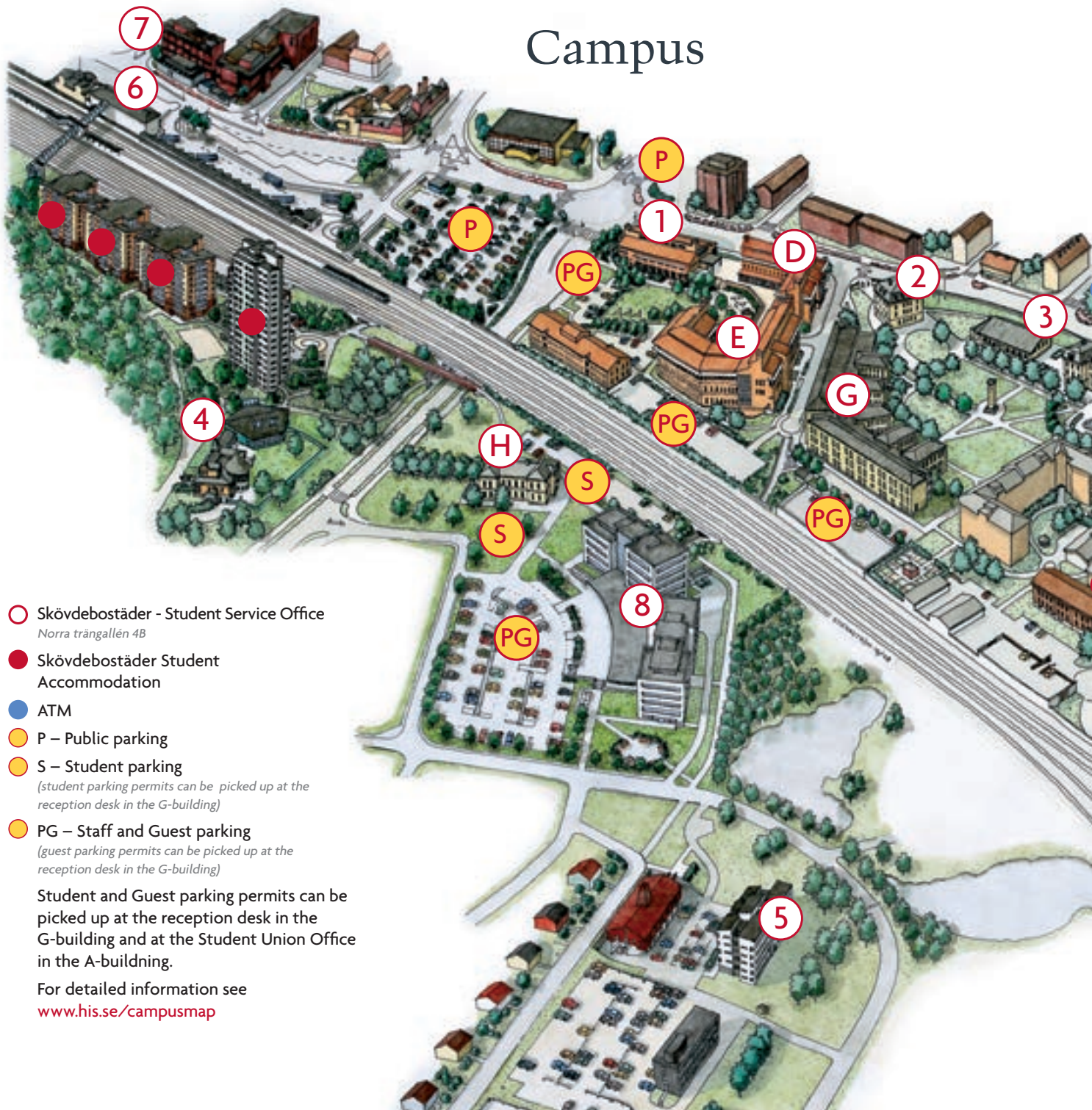
P.O. Box 408, SE-541 28 Skövde, Sweden

Reception desk

Telephone +46 (0)500 44 80 00

fax +46 (0)500 44 81 39

Campus



○ Skövdebostäder - Student Service Office
Norra trängallén 4B

● Skövdebostäder Student
Accommodation

● ATM

○ P – Public parking

○ S – Student parking
(student parking permits can be picked up at the
reception desk in the G-building)

○ PG – Staff and Guest parking
(guest parking permits can be picked up at the
reception desk in the G-building)

Student and Guest parking permits can be
picked up at the reception desk in the
G-building and at the Student Union Office
in the A-building.

For detailed information see
www.his.se/campusmap

A Technical administrative services
Reprocentralen/University shop

- Reprocentral
 - University shop
 - Distribution of pass card
- Examination halls
Computer/Lecture rooms
Student Union Office

D Lecture theatre
Computer/Lecture rooms
School of Humanities and Informatics

- Computer Game Development
- Offices, teachers

E Financial department
School of Humanities and Informatics

- Head of department
- Teacher Education Programme
- Pedagogy
- English
- Swedish

Student Affairs Office
Student Support Office

- Student and Career Counselling
- Student Health Service
- Support for Studies with Disabilities and Equal treatment

International Office
Student Chaplain's Office
IT services

- Head of department
- System development
- IT-Helpdesk
- IT-service, distance learning

Computer/Lecture rooms
Lecture theatres

G Main entrance/Reception desk

External Relations and Communication office
School of Technology and Society

- Head of department
 - Offices, teachers
- School of Life Science

- Head of department
- Offices, teachers
Computer/Lecture rooms
Lecture theatres

H School of Humanities and Informatics

- Consciousness Studies
 - Offices, teachers
- Lecture rooms
Lecture theatre

1 Library

2 The Chancellery
Vice-chancellor's staff
HR-Office

3 Restaurant Götasalen

4 Boulogner – the Student Union House

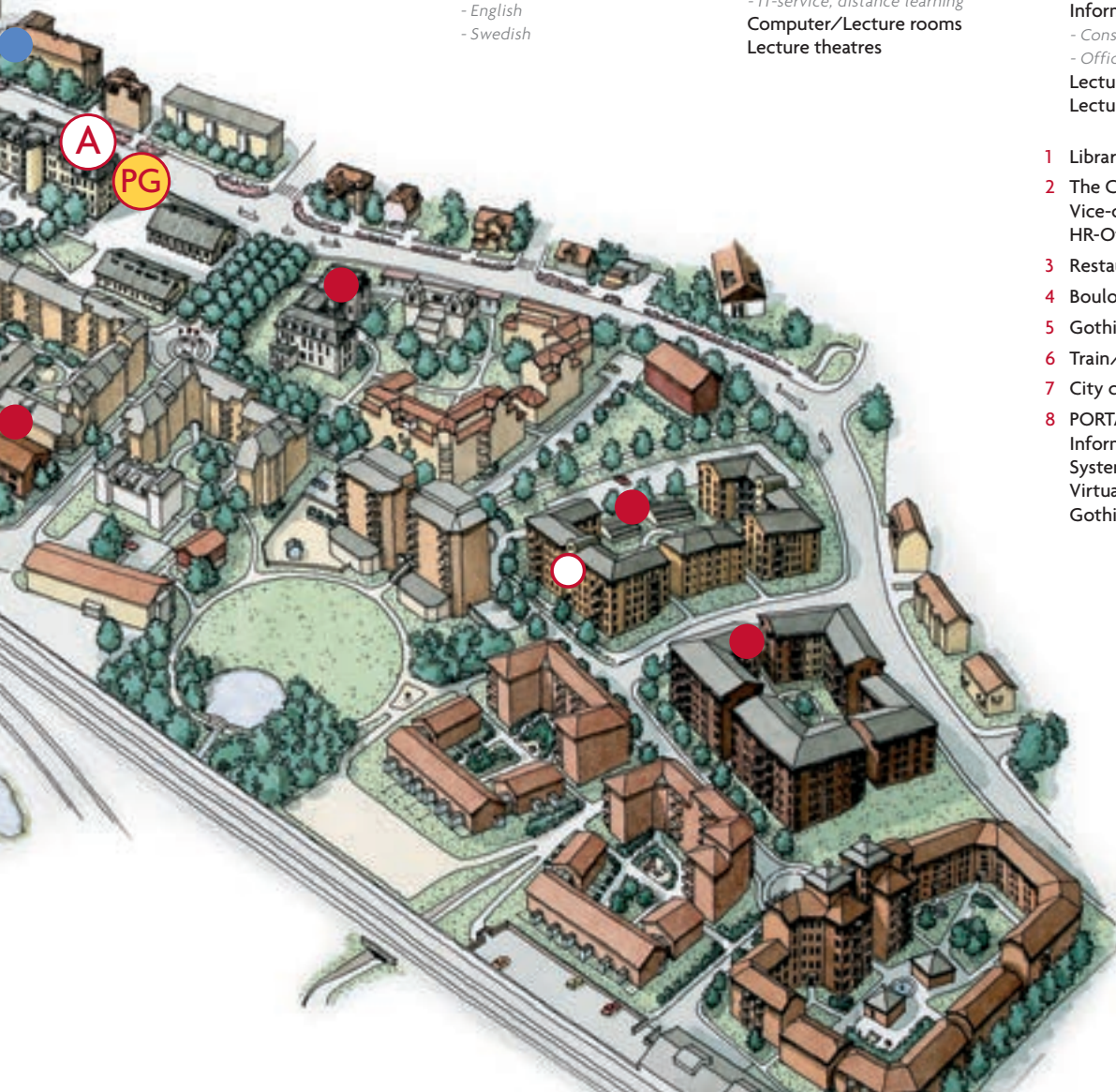
5 Gothia Science Park, GSP

6 Train/Bus station 300 m

7 City centre 500 m

8 PORTALEN

- Information Research Centre
- Systems Biology Research Centre
- Virtual Systems Research Center
- Gothia Science Park





Studies in Skövde

ADMISSION

Admission to courses or programmes for exchange students is a different process than that of other international students in general. Only students from universities that the University of Skövde has an exchange student agreement with can be nominated and admitted to exchange studies.

Students from all over the world, including non-nominated students from partner universities can apply to an international master's programme (second cycle). Basic requirements for master's programmes and second cycle courses are a Bachelor degree and proof of English.

Above this, most programmes and courses have specific requirements that need to be fulfilled, such as courses within a certain subject area.

If you are a student from a university with whom we are partners, please contact the International Relations Office at your home university. You must have finished at least one year of full-time studies at university level before applying and may come for one or two semesters.

Applications for exchange studies must be submitted through a student exchange programme coordinator at your home university. Normally your home university administers a nomination procedure before sending off any applications to the University of Skövde.

For more information about admission please visit www.his.se/admission. If you as an exchange student have any further questions, please contact exchangestudent@his.se and as a freemover student, please contact admission@his.se.

Phone hours

Monday – Thursday from 10.00 to 12.00

Telephone +46 (0)500-44 82 00 for questions regarding admission, registration and non-completion of studies.

Fax +46 (0)500-44 80 99

E-mail admission@his.se

- For questions regarding grades and signing up for exams send an e-mail to studentservice@his.se.
- To order transcript go to www.his.se/transcript.
- For questions regarding admission, registration and non-completion of studies send an e-mail to admission@his.se.
- For questions regarding degree certificates send an e-mail to examen@his.se.

Postal address

University of Skövde
Studentservice
Box 408
541 28 Skövde

Exchange Agreements

international@his.se

General Information about Studying in Sweden

Visit: www.studyinsweden.se

Scholarships

The University of Skövde offers some scholarships to students who are attending an international masters's programme at our University and are liable for tuition fees. If you are an exchange student, please contact your home university for information about which scholarships they provide. Details can be found on www.his.se/english.

As an international student (freemover/non-exchange student), you can also apply for other types of scholarships, such as the Swedish Institute (SI)'s scholarships. For more information about SI's scholarships, please visit www.si.se.

Visa and residence permits

More information about visa and residence permit can be found on page 27. For more information, please visit: www.migrationsverket.se.

Accommodation

The University does not own housing facilities, but attempts to provide help in finding accommodation for you. Please visit, www.his.se/english/education/services/accommodation/ for more information. More information about accommodation can be found on page 30.

APPLICATION PROCEDURES

Basic requirements for acceptance

In order to be accepted as an exchange student at the University of Skövde, at least one year of previous academic experience at the undergraduate level is required. In order to successfully follow the courses, a good knowledge of English (or Swedish) is also required. However, if you feel that your English is insufficient, we recommend that you attend an English course before arriving in Skövde. Specific questions regarding courses and programmes can be addressed to the student and career counsellors.

Exchange students

To apply for studies at the University of Skövde, exchange students are required to fill out the online application form, which is available at www.his.se/admission. Academic records, translated in English must be submitted with the application (the print-out).

Application deadlines for exchange students

15 April for the autumn/fall semester.

15 October for the spring semester.

For more information please see: www.his.se/admission

For other international students

Admission to an international programme is a four step process. First apply through www.universityadmissions.se. International students must then either pay an application fee or prove that they should have their fee waived in order to proceed to the next step.

After the application period a national organisation takes a firsthand look at all applications to determine that basic requirements stated by each university are met. The basic requirement for the University of Skövde is a full and completed Bachelor degree (for second cycle programmes). It is also mandatory to show the equivalence of English, level B from Swedish upper Secondary School.

The next step is an individual consideration of all applications that has passed the evaluation of the national organisation. In this step the specific requirements for each programme or course are assessed, see each course's or programme's syllabus. Students fulfilling specific requirements are given a priority number and are noted as qualified in the system.

The third step is a selection process. If there are enough open positions all qualified students are admitted and can print out their admission letter from their account at www.universityadmissions.se. If there are more qualified students than open positions (the normal situation) a selection process is made where the top priority students are selected first and admitted. The selection process then continues until the programme is full. The rest of the qualified students are ranked and put on a waiting list (at a reserve position).

The selection process is based on two parameters, the students' priority of programmes/courses and the coordinators priority of students. If a student is admitted to a high priority programme the lower priorities are deleted and other applications are considered for those positions.

YOUR CONTACT PERSON

Once you have been accepted as an international student (=exchange student, freemover, or master student) you will receive a contact person, who is one of the student and career counsellors, at the school where you will study. If you are accepted into a master's programme, you can also contact the programme coordinator. You can also take a look at the University website for each specific programme www.his.se/masters.

Tidskrifter

Tyst läsesal

Toalett

Skönlitteratur

Skrivare



ACADEMIC SYSTEM AND CREDITS/GRADES

Academic year

The academic year is divided into two semesters. There is usually a lecture break at Christmas time, even though there is no official break during the academic year. For information about the academic year, please take a look at our website www.his.se/english. In the beginning of the first week of the semester, international students are obligated to participate in an Introduction Programme. At this time, registration will take place. You can find more information about the Introduction programme on page 30.

Higher Education

Higher education at Swedish universities is divided into undergraduate studies, master's studies, and research. Education in Sweden is mostly financed by funds appropriated by the Parliament, and no tuition fees are required for students from the European Union or the European Economic Area. For detailed information and links, check our web page and for more information visit The Swedish Higher Education Authority website: english.uk-ambetet.se.

The duration and extent of the study programmes and courses are expressed in a system of credits with 1,5 credit corresponding to one week of full-time studies. One academic year of successful full-time studies (40 weeks) equals 60 ECTS credits.

The ECTS credits are henceforward referred to as ECTS (more information on ECTS can be found at page 21). Full-time studies require at least 40 hours of work per week. The normal study load for one semester is 30 ECTS, but students are allowed to register for a load of a maximum of 45 ECTS.

Teaching methods and examination

Higher education in Sweden is academic and practically oriented. The education is carried out in various forms, such as lectures, seminars, group work, laboratory work and independent studies. This way of studying stresses the student's responsibility and individual performance, and the grades obtained generally reflect the entire performance in the course, and not only the final examination. Lectures are given to both smaller and larger groups and students are always encouraged to ask questions. Attendance in lectures is highly recommended but not always compulsory.

Students are expected to put a great deal of individual work into their studies. Usually it is not enough for the students to just take notes made during lectures in order to pass the examinations. The course literature needs to be studied

quite thoroughly. Examinations are given throughout the semester, and are usually in written form. Students who do not pass the initial examination are given an opportunity to retake the examination at a later date. The examination can sometimes be oral, or in the form of a presentation of an essay/assignment. In many courses the students tend to work with fellow students in group projects that are to be presented at seminars.

Study technique

University studies require that you take full responsibility for your studies. Self discipline is a key to success. Put aside enough time to complete all assignments; do not wait until the last minute. To maintain what you have already learnt it is recommended to revise and go through the material of the course over and over again. As mentioned above it is not enough to take notes at the lectures (even though that is a good start) the literature has to be read as well.

GRADES

Ordinary Grading Scale

At the University of Skövde, normally one of the following two grading scales is used:

1. Fail (Underkänd, U), Pass (Godkänd G) or Pass with distinction (Väl godkänd, VG)
2. Fail (Underkänd, U) or Pass (Godkänd, G)

For courses taught in English, grades are converted to the ECTS grading scale (European Credit Transfer System): A, B, C, D, E, Fx or F. Grades are converted using a special conversion tool. All students who are assessed on these courses are awarded grades in line with this model.

Transcript of Records

A transcript of records will be issued upon request when you have completed your studies at the university. The transcript is issued according the ECTS grading system and only shows the passed courses. To order transcript go to www.his.se/transcript.

Degrees and Certificates

There are a number of professional degrees and three academic degrees in the Swedish Higher Education. For a further explanation of the higher education in Sweden, please visit The Swedish Higher Education Authority website: english.uk-ambetet.se.

Professional degree (Yrkesexamen)

Students who meet the requirements receive a professional degree. They may also receive an academic degree, if they meet the requirements.

Higher Education Diploma (Högskoleexamen)

Students who complete two years of studies totalling 120 ECTS including a major of 60 ECTS receive a högskoleexamen (Official translation: Higher Education Diploma).

Bachelor's degree (Kandidatexamen)

Students who complete three years of studies totalling 180 ECTS including a major of 90 ECTS and a thesis of at least 15 ECTS receive a kandidatexamen (Official translation: Bachelor's degree)

Master's degree (Magisterexamen)

The University of Skövde offers a wide range of master's programmes taught in English. The programmes run for between one, 60 ECTS, and two years, 120 ECTS. They are designed for students with a relevant academic background and a good command of English. Please note that there are two different degrees in Sweden that are translated to Master's degree: both the 60 and the 120 ECTS degrees.

Licentiate degree (Licentiatexamen)

Students who complete two years of studies in the third cycle including a thesis of at least 60 ECTS can apply for a Licentiate degree.

Doctor degree (Doktorsexamen)

Students who complete two years of studies in the third cycle including a thesis of at least 120 ECTS can apply for a Doctor degree.

Diploma Supplement

Every student that completes a degree programme at the University of Skövde will receive a Diploma Supplement together with the degree certificate, free of charge. It is designed to provide a description of the nature, level, context, content, and status of the studies that were pursued and successfully completed by the individual. It is free from any value-judgments, equivalence statements, or suggestions about recognition. For questions regarding degree certificate: examen@his.se.

EXAMINATIONS

You must be registered for a course to be allowed to take an examination. Registration for the examination is done through a web based system found on our website. The sign up period is 7-30 days before the examination day.

If you forget to sign up for the examination, you cannot be guaranteed a seat and should as soon as possible contact the Student Affairs Office. Information on the exact procedure for the examination will be handed out during the Introduction Programme. Tests can be in the form of a written examination in an examination room, or home tests, laboratory experiments, and assignments.

Read more about the examination rules at:

www.his.se/examination

COURSES AND PROGRAMMES IN ENGLISH

A wide range of courses and programmes are offered in English at the University of Skövde. Our homepage and search engine will list courses in accordance to your preferences or field of study, and if you have further questions then contact our student and career counsellors for additional information. The student and career counsellors offers general and individual advice about academic education.

<http://utbildning.his.se/searchpage.aspx>

www.his.se/contactacounsellor

SWEDISH LANGUAGE COURSES

In addition to your regular study programme, you can also take courses in the Swedish language. There are beginners and continuation courses, which are mostly scheduled in the afternoons and evenings and, thus hopefully, not interfering with your ordinary lectures. These courses have a limited number of places, which are designated mainly for exchange students and international master's students. For more information about the courses, please see the online course catalogue or contact a student and career counsellor.

*The University of Skövde
is located on a modern campus
in central Skövde and offers an
active student life.*



EUROPEAN CREDIT TRANSFER SYSTEM ECTS

What is ECTS?

The recognition of studies and diplomas is a prerequisite for the creation of an open European area of education and training, wherein students and teachers can move without any obstacles.

ECTS provides an instrument for this recognition. It creates transparency, builds bridges between institutions and widens the choices available to students. The system makes it easier for institutions to recognise the learning achievements of students through the use of commonly understood measurements - credits and grades - and it also provides a means to interpret the national systems of higher education.

Main characteristics of the ECTS

The ECTS system is based on three core elements:

- The ECTS information package supplies written information to students and staff on institutions, departments/faculties, the organisation as well as the structure of the studies and course units.
- The ECTS learning agreement covers the programme of study to be taken and the ECTS credits to be awarded for their respective satisfactory completion. The learning agreement commits the student to undertake study abroad as an integral part of their higher education, the home institution to guarantee full academic recognition of the credits gained abroad, and the host institution to provide the agreed upon course units and subjects.
- ECTS credits are numerical values that are allocated to the course units to describe the student workload that is required to complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work that is necessary to complete a full year of academic study at the institution. 60 ECTS represent the workload of an academic year of study and normally 30 ECTS for a semester. Most of all, ECTS is made operational by students, teachers and institutions who want to make study abroad an integral part of the educational experience. In itself, ECTS in no way regulates the content, structure or equivalence of the study programmes. These are issues of quality that have to be determined by the higher education institutions themselves when establishing a satisfactory basis for cooperation agreements, bilaterally or multilaterally. The code of good practice called ECTS provides those actors with tools to create transparency and to facilitate academic recognition. The use of ECTS is voluntary and is based on mutual

trust and confidence in the academic performance of partner institutions. Each institution selects its own partners.

WORTH KNOWING

Academic culture

The relation between students and teachers can be described as informal. Students do not use their teachers' title, and they are also encouraged to ask questions both in and out of the classroom, as well as to comment on things that they disagree with. It is, however, inappropriate to interrupt the teacher or a fellow student when they are talking.

The dress code at the University is informal. Most students tend to wear something casual but reasonably smart and the most typical attire would be a pair of jeans or other type of trousers and a T-shirt.

The academic quarter

The academic quarter used to be practiced at Swedish universities. However, many institutions have stopped doing so. It is an old university custom from the time when students did not own a watch and thus left home when they heard the school bell. The significance is that lectures begin fifteen minutes after the stated time, i.e. if a lecture is scheduled to begin at 10:00, it will actually begin at 10:15. Sometimes your schedule will state that the lecture begins at 10:15 and in those cases there is no academic quarter. Moreover, it is necessary to point out that if the subjects you take are at a school that uses the academic quarter it is not used for laboratory lessons and seminars, but rather is only used for lectures. Please check with your teacher if the academic quarter is to be in use.

Attendance

If the student plans to be absent from classes, the teachers expect to be informed.

Attendance is not always mandatory at Swedish universities, but it is expected.

Schedule

The schedules of different courses may overlap, especially if you choose courses from different subjects or schools. The schedules may change during the semester. You need to regularly check your schedule for any possible changes.

THE UNIVERSITY LIBRARY

The library is the University's central resource for academic information and scientific literature of high quality. The holdings include approximately 120 000 print volumes and 17 000 journal subscriptions of which the majority can be accessed electronically. With its own collection as a basis along with the opportunities of the modern information technology as a complement, the library is well prepared to meet the informational needs of the University's students, faculty, and other staff members.

Databases and the library catalogue are available not only on campus but also via remote access. For remote access, you have to login with your university account number.

Undergraduate and master's theses are electronically published and can be reached via the main webpage of the library. The library provides all the course literature in two reference copies, which are intended to be used in the library and cannot be borrowed. Most course literature can be bought in the bookshop downtown. In the library you can also find a variety of study facilities, a quiet reading room and group study rooms. Because many students from different programmes, and of different nationalities, meet in the library, it also serves as a good social meeting place. For opening hours and other information, see www.his.se/library.

Need help? Visit the Study Support Centre!

Are you having a hard time with your studies? Visit the Study Support Center in the library. Help is provided mainly in Swedish, computer usage and study techniques. Visit the centre website for its opening hours at www.his.se/english/student/support-and-service/study-support-center/.

COURSE LITERATURE

Be prepared to buy your own books. Books are considered quite expensive in Sweden. You can buy the required course literature in the bookshop down-town at the Commerce shopping centre, Akademibokhandeln. There are also Internet based bookshops. Since the prices may differ greatly, it is wise to compare all the different options. Sometimes students sell their used books at reduced prices. The library also has reference copies of the course literature, which are not to be removed from the library. It is recommendable that you consult your lecturer before buying the course literature.

COMPUTERS AND IT-HELPPDESK

As a student at the University of Skövde, you automatically receive an user account when you have been accepted and admitted for studies. For information on how you activate and access your user account, please visit the website of the IT department: www.his.se/english/student/support-and-service/it-service/. You can also visit the IT-Helpdesk in the E-building, second floor.

You find the user rules, the regulations relating to the use of the Universities' Information Technology Facilities at www.his.se/userrules. You are obligated to follow these. See the information about the rules below.

If you do not follow these rules, you may temporarily lose your access to our systems.

The computer rooms are, with few exceptions, having the same opening hours as the University in general. Please visit www.his.se/english/university/opening-hours/ for more information.

Printers and copying machines

In every building at the campus, there are several printers available for you. These printers also have scanning and copying capabilities. The printing system at the University of Skövde is called HiSPrint. To use the printing system you have to connect your user account to a PayEx account. You find an instructive guide for how to do this at www.his.se/helpit.

Wireless network

The wireless network eduroam is available for students and staff at the University of Skövde. How you configure your computer or smartphone for eduroam is found in an instructive guide at www.his.se/helpit.


The rules for using the University's computers:

- You may not download programmes from the Internet on to the University computers.
- You may not set up Skype or any chat programmes on the University computers.
- You may not remove any existing programmes from the University computers.

If you do not follow these rules, you may lose your computer access code.



Skönlitteratur



*The Student Union
building is situated in the
beautiful park area called
Boulogner - Boulognerskogen.*

ACCESS CARD

The students need an access card to be able to enter the University buildings in the evenings and during weekends. It is not allowed to be in the university buildings at night. The access card can be received at "Reprocentralen" in building A, on the ground floor. Before you can receive a card you need to be registered and you need to bring a list of the courses that you are registered to. Further instructions and application forms can be found at the online student portal.

THE STUDENT UNION

Each university in Sweden has at least one student union. The Student Union is to act in the interest of the students regarding their education and the matters associated therewith. The Student Union works for its members, give some protection to all students as well but non-members can never be given individual help. With the membership card you will receive a 5-10% discount in different shops, get a discount on travelling, write your examinations and gain access to the Student Union House Boulogner.

At the Student Union Office you can pay your Student Union fee, buy tickets to various events. It works as an information centre, where you can get information about everything concerning student life at the University of Skövde. You can read more at: www.studentkaren.se

There are a number of sections and committees that are all funded by the Student Union. The committees cover a large range of activities. You are welcome to join the committees. Each school is also represented by a section in the Student Union. These sections consist of students such as you, and work closer to you, the student. The sections also hold various social activities for you to join, often on collaboration with various committees.

HIFS

HIFS is the University's sports association. They arrange different sport activities such as the yearly football tournament. For more information about HIFS, please visit: <http://www4.idrottonline.se/HogskolansIFSkovde-Akademiskidrott/>.

International Committee

The International Committee (IC) is a part of the Student Union and a member of European Student Network (ESN). IC supports the international students by providing information, arranging social activities and integrating them with the Swedish students. Visit: <https://www.facebook.com/groups/268107876669397/>

Kårkatt, the student magazine

If you are interested in writing or photography or anything else that has to do with a magazine you can contact Kårkatt at info@karkatt.se.

Skövde Sexmästeri

Skövde Sexmästeri organises all the pubs, discos and parties at our Student Union Building, Boulogner. Boulogner is open twice a week, the pub on Wednesdays, and disco on Fridays. A couple of times each semester Skövde Sexmästeri arranges theme discos e.g. cowboy, him/her, or pretty in pink, where everyone is dressed according to a theme. Halloween and St. Patrick's Day are also celebrated. You have to have your membership card and valid photo identification documents to get into Boulogner. You can contact Skövde Sexmästeri at: sexmastare@studentkaren.se.

OTHER USEFUL INFORMATION

Catering facilities

Most students who live nearby the University go home for lunch; others bring their meals to the University. There are microwave ovens in most of the university buildings at the students' disposal. There are two restaurants on the university campus and many other restaurants are located close by, offering a variation of meals and prices. Many restaurants offer a daily lunch ("dagens lunch") which is normally served between 11.00 and 14.00.

Drugs

In Sweden, it is illegal to consume, possess or deal drugs. If an international student uses drugs, including marijuana and hash, there will be harsh consequences, both legal and academic.

Alcohol

It is forbidden to attend courses under the influence of alcohol. Any students found intoxicated in any of the University's buildings will be put on report and called to a meeting. Severe or repeated incidents can result in academic suspension. The Swedish laws concerning drinking and driving are also very strict, so it is essential that students take this matter seriously.

Smoking

Smoking is only allowed outdoors, both at the University and at the Student Union Building Boulogner. Smoking is in fact prohibited in all public buildings in Sweden and in the student housing. Usually ashtrays are intentionally placed some distance from doors and windows in order to keep smoke and odours outside.

Support during your studies

STUDENT AFFAIRS OFFICE

At the Student Affairs Office you can return marked exams, order transcripts etc. The Student Affairs Office is located in building E, second floor together with IT-Helpdesk.

Open hours

Monday – Friday from 10.00 to 11.30 and 12.30 to 14.30

Phone

+46 (0)500-44 81 00 for questions regarding missing grades, signing up for exams or ordering transcripts.

Phone hours

Monday – Thursday from 10.00 to 12.00

Fax

+46 (0)500-44 80 99

E-mail

For questions regarding grades and signing up for exams send an e-mail to studentservice@his.se.

To order transcript go to www.his.se/transcript.

For questions regarding admission, registration and non-completion of studies send an e-mail to admission@his.se.

For questions regarding degree certificates send an e-mail to examen@his.se.

Postal address

University of Skövde
Studentservice
Box 408
541 28 Skövde

STUDENT SUPPORT OFFICE

The Student Support Office is located in the E-building and consists of the Student and Career Counselling, Student Health Service and Support for Students with Disabilities and Equal Treatment.

Student and Career Counselling

At the University of Skövde, there are student and career counsellors who can assist you with your questions about your studies. Due to the nature of your questions and the area of you studies, you can choose which student and career counsellor to contact.

The student and career counsellors can help you with questions about:

- University education in Sweden/Skövde in general
- specific courses or programmes
- distance courses
- studying with a disability
- equal treatment
- studies abroad
- career counselling
- working life and labour market

General contact information: studycounselling@his.se

Student Health Service

The Student Health Service offers help with psychological and social problems that may affect your study situation. The Student Health Service has professional confidentiality and the visits to their conversational therapists are free of charge. You are welcome to make an appointment through telephone or e-mail, studenthalsan@his.se. For current information, please take a look at www.his.se/health.

Support for Students with Disabilities

Students with disabilities that are in need of special support during their studies must contact the counsellor for students with disabilities in good time before the start of the semester. The specific disability must always be verified.

Degrading Treatment

As a student, in addition to the protection of the Discrimination Act, you are also protected against degrading treatment. Degrading treatment is dealt with under the Work Environment Act and is defined as recurring negative actions targeting individual students. This can be for example when a student is systematically ignored, excluded, criticised and ridiculed in front of others, denied information and slandered.

All students have a right to a working environment free from degradation.

Equal Treatment

As a student or university applicant you are protected under the Discrimination Act. The purpose of the law is to prevent discrimination on the grounds of gender, ethnicity, religion or other beliefs, sexual orientation and functional disability.

All students shall have equal possibilities and rights during their studies. Under the Discrimination Act, the University must work to prevent the occurrence of discrimination and harassment, for example by annually setting up an equal treatment plan.

Contact

Emma Pavlov

Counsellor for students with disabilities

Telephone: +46 (0)500-44 80 96

E-mail: funktionshinder@his.se

INTERNATIONAL OFFICE

The International Office coordinates, administrates and quality assures international exchange agreements and programmes. The international coordinators are the contact between the partner universities and the University of Skövde.

international@his.se

STUDENT CHAPLAIN'S OFFICE

You are welcome to the Student Chaplain's Office if you need someone to talk to.

If you need to get in touch with a local church or religious body, other than the Church of Sweden, you can get help here.

If you want to make an appointment for counselling, please contact the Student Chaplain's Office by telephone or e-mail. All visits are free of charge and are protected by professional confidentiality.

The Student Chaplain's Office is located in building E on the second floor. For more information, see www.his.se/english/student/support-and-service/student-chaplains-office/.

Contact

Ingrid Wikström

Minister of Church of Sweden

Telephone 0500-44 81 48 or 0500-47 65 18

E-mail: ingrid.wikstrom@svenskakyrkan.se

Carina Gräns

Parish assistant

Telephone: 0500-47 65 10

E-mail: carina.grans@svenskakyrkan.se

The Quiet Room

On the ground floor of building D you'll find the Quiet Room. Here you can sit down for a moment of peace and quiet, read one of the books that you can find here, light a candle, listen to music or just enjoy the silence. Or if you want, pray. The Quiet Room is open to everybody.





Before you arrive in Sweden

RESIDENCE PERMIT/VISA

Residence permit/Visa

As a freemover from outside EU/EEA You can either apply through the Swedish Embassy or submit an online application directly to the Swedish Migration Board. As the lead time is shorter if you apply online, we strongly recommend you to apply online directly to the Swedish Migration Board. Please check: www.migrationsverket.se. When you apply for your visa, please enclose a copy of the welcome letter you have received, the insurance terms and your "Notification of selection results" (from www.universityadmissions.se) to your visa application in support of your application.

Please note that you need to pay the invoice that you will receive from our Accounting Department as soon as possible (preferably before the due date) in order to get your visa application proceeded. The Migration Board will not decide on your visa application before the University informs the Migration Board that your tuition fee has reached the University's bank account.

You need proof of funding to obtain a student permit/visa. For more information, visit www.studyinsweden.se and www.migrationsverket.se.

EU/EEA Citizens

If you are a citizen of a non-Nordic EU/EEA country you have the right to reside in Sweden. The "right to reside" means that an EU/EEA citizen is permitted to stay in Sweden for more than three months without a residence permit. However, you must register with the Migration Board no later than three months after entering the country.

In order to register you must:

- enclose documents of the proof of enrolment at the University.
- enclose copies of a valid passport or national identity card on which the nationality is stated.
- prove that you have sufficient funds for your keep.
- prove that you have comprehensive medical insurance that is valid in Sweden.

You are entitled to work during the time that you are studying.

Nordic citizens

Citizens from Nordic countries do not need a visa or a residence permit to study in Sweden. Please refer to www.migrationsverket.se for further information.

VACCINATIONS

There are no vaccination requirements for any international traveller entering Sweden.

INSURANCE

It is absolutely vital that you have some form of private insurance before your arrival.

If you are a citizen of any of the Nordic or EU/EEA countries, you have access to public medical services if you register beforehand at a social insurance office in your home country and obtain a European Health Insurance card.

Sweden has reciprocal agreements for public medical benefits with some non-EU/EEA countries. However, to find out whether your country has such an agreement, you should contact your local social insurance office. Students who are not covered by any of these agreements must arrange their own insurance coverage. In Sweden, medical treatment is very expensive without any form of insurance.

Discuss with your individual insurance company what type of coverage (i.e. health, accident, travel, and theft et cetera) would be the most beneficial during your stay in Sweden.

Students who pay tuition fees are covered by the University's insurance FAS. The insurance covers emergency medical and dental care. It does not cover students' property. It does not cover medical treatment other than emergencies either. Therefore we strongly recommend you to get a complementary insurance, to make sure that you won't meet with unexpected expenses.

CUSTOMS

For travellers within the European Union the principle is free movement of goods. Persons entering Sweden directly from, or leaving Sweden to enter another EU country, are exempted from all customs formalities. There are several restrictions, however, mainly concerning the import of alcoholic beverages, tobacco, narcotics, and weapons.

There are different regulations for travellers from other parts of the world than the EU. For the exact customs regulations, please contact your local Swedish Embassy or check with the Swedish Customs at www.tullverket.se.

Getting settled in Skövde

HOW TO REACH SKÖVDE

By air and train

The best way to get to Skövde is to fly to Stockholm or Göteborg (Gothenburg) and take the train from there to Skövde. For further information concerning the timetables and ticket reservations, please contact SJ (Swedish Rail) or the regional transportation company Västtrafik.

SJ: Telephone +46 (0)771-75 75 75

www.sj.se

Västtrafik: 0771-41 43 00

www.vasttrafik.se/en/

The prices may vary depending on when you buy the ticket and how old you are. To get a student discount you need to be a student at a Swedish university and be able to show proof of that, as well as a student card. For details on which document or ID is valid by different companies, contact them directly or check for information on their webpages.

If you are under 26 years of age you will receive a lower price (very often the same as the student discount). The cheapest price for students and youth under 26 is if you buy a last minute ticket, in Swedish "sista minuten". There are also other tickets to choose between, for more information see SJ's website www.sj.se.

As a rule of thumb one could say that unless you can buy the last minute tickets the prices are always cheaper the earlier you make the booking.

From Stockholm it takes 2 hours with the fast train and 3.5 hours with the Inter City train to Skövde. From Göteborg it takes 1 hour with the fast train and 1.5 hours with the Inter City train or regional train to Skövde.

If you arrive in Stockholm or Göteborg by air and are going to go by train from there to Skövde you need transportation from the airport to the central station. From the airport there are bus transfers that you can take.

By car

If you are driving from Southern Europe to Sweden one option is to go by boat from Germany to Sweden. Take the boat to either Ystad or Göteborg (Gothenburg). Göteborg is closest as it is only a two hour drive to Skövde. You can also take a boat from Germany to Denmark and then drive over the bridge connecting Copenhagen and Malmö. There is a fee for crossing the bridge.

ARRIVAL AND PICK-UP

Exchange students are expected to arrive in Skövde during certain "arrival days" in order to settle in and participate in the Introduction Programme. If possible, a pick-up service will be provided during limited arrival dates and hours. The pick-up service normally takes you from the train station in Skövde to your accommodation in Skövde. You can apply for pick-up service on the following link: www.his.se/admitted. At arrival on other days, you must arrange the transportation on your own.

When you arrive at the train station in Skövde, you can either take the bus or a taxi to your accommodation. The bus stop for the local buses is just outside the station. Both the railway company and the city bus company have offices in the building. If you want to call for a taxi, the phone numbers are 0500-49 49 49 or 0500-41 65 00.

To pick up the key for your room or apartment, (on other days than on arrival days) you should contact the Accommodation Service, bostadsformedling@his.se.

If you arrive on the weekend, please contact the Accommodation Service in advance for information on where you can pick up your key.





ACCOMMODATION

The University does not own housing facilities itself but provides help in finding accommodation for international students through the Accommodation Service.

A general description of a furnished student dormitory room

Depending on the location, the distance to the University and type of room, the rental costs run up to about SEK 4000 per month. There are a limited number of furnished rooms with a private shower/toilet or with shared corridor showers/toilets. A deposit is normally required. Electricity, heat, water, a pillow and a blanket and Internet access are normally included in the rental cost for the furnished room. The living room and kitchen are shared by a number of students. Often there is access to a laundry room with washing machines, tumble dryers, and drying rooms. Most laundry facilities can be used free of charge.

Usually the rent of the room is to be paid in advance at the bank, for example via Internet, no later than the last day of each month for the following month's rent. Termination of the contract requires a three-month notice in general and should be done in writing before the last day of the month. That is, if you wish to move out at the end of June, you should terminate the contract no later than 31 March.

At least two weeks before leaving Skövde an appointment must be made with the landlord for the inspection of your room. It is important that the room is thoroughly cleaned and that you attend the inspection in order to clean anything that is not approved. For further information, contact your landlord.

INTRODUCTION PROGRAMME AND REGISTRATION

The Introduction Programme for the international students begins the week before the semester starts. During the introduction you will get to know the University, the student and career counsellors, the staff at the International Office, the Student Union and its associations, the city of Skövde and its surroundings. You will go through the registration procedure, residence permits, course schedules, computer access and much more. Please note that the registration for your first semester is done in person during the Introduction Programme. The registration procedure is different for exchange students and for master students. Some social activities will also be arranged during the Introduction programme. More information about the dates and details regarding the Introduction Programme will be sent to you after you have been admitted to studies at our University. It is mandatory to participate in the Introduction Programme.

COST OF LIVING

To get to know how much that you as a student at the University of Skövde need as a monthly budget, visit the website www.studyinsweden.se, and then click on "Living in Sweden".

MEDICAL CARE AND SOCIAL WELFARE

Local Primary Health Clinics

If you need medical treatment or want to visit a nurse or a doctor, contact one of the Local Primary Health Clinics (Vårdcentral) available in Skövde. You can also visit a private doctor, if for example you need a medical examination to apply for a visa.

You can contact which one of the clinics you want, but generally you chose the one closest to where you live. You find telephone numbers and addresses on the final page of this document.

When you call the Local Primary Health Clinic you will reach an answering machine. They will ask you to leave your telephone number and then they will call you back. The instructions are in Swedish but if you wait for the signal/beep you can record your telephone number by saying it clearly, which you can say in English. The answering machine will give you a time when someone will call you back (in Swedish). If you do not understand the message just wait by the Telephone for them to call back. You may get an appointment on the same day or in a couple of days.





We cannot stress enough the importance of having a valid health insurance before leaving your home country! Please also consider that medicine from Swedish pharmacies might be more expensive than in your home country. For more information, please visit www.his.se/health.

Dental services

It might be a good idea to have a thorough check-up at your dentist before leaving for Sweden. Should you still need to consult a dentist here, go to your nearest public dental clinic, *Folktandvården*. The one closest to the University is *Folktandvården City* at Kyrkogatan 11, Tel. 0500-49 98 30.

For urgent dental treatment, see the emergency dental clinic, "jourhavande tandläkare".

Dental care is not covered by the same government subsidies as medical care, and hence a visit to the dentist may become quite expensive depending on the type of treatment needed. There are also private dentists. Make sure your insurance covers dental care as well.

Language problems with the doctor?

According to Swedish law, language problems should never be an obstacle when receiving medical treatment. Please contact the clinic if you need an interpreter, preferably in advance.

BANKS

If you wish to open a bank account at a Swedish bank, it is possible to do so although different banks follow different procedures. You will need to show a valid passport and a letter stating that you are a visiting student. You will normally need a national registration number, "personnummer" to open a bank account. If you are only staying one semester there is usually no need to open a bank account. Normal opening hours for the banks in Skövde are Monday–Friday 9.30/10.00–15.00/18.00.

POST OFFICE

You can send and pick up mail and packets at a number of places, including gas stations, supermarkets and kiosks. Look for the blue and yellow sign above or by the entrance of outlets providing this service. You can also buy stamps and conduct most other errands at these outlets, many of which stay open late in the evening and on weekends. There are also traditional post offices offering a full range of services. Yellow post boxes are for national and international letters and blue for regional letters.

The city of Skövde

Skövde is situated between the two largest lakes in Sweden, Vänern and Vättern. Many cities in Sweden are easily accessible from Skövde; it is approximately one hour to Göteborg (Gothenburg) and two hours to the capital Stockholm by train.

A RICH HERITAGE

The Skövde region, which is one of the first in Sweden to be populated, has a rich heritage with prehistoric graves, medieval churches and countless other examples of early civilization. In 2001, Skövde celebrated its 600th anniversary. Today, Skövde has 50,000 inhabitants and is the 5th largest municipality in Västra Götaland County.

TRADE AND INDUSTRY

The main sources of employment in the area are the two Volvo engine plants, the regional hospital, the Ministry of Defence and the Local Authority. There are also many people working with education and training, in both the public and private sectors.

SHOPPING

In the shopping district, major retail chains are mixed with small specialist stores with a personal character. The shopping mall in the town centre called Commerce, has 47 stores under one roof, and more shopping malls can be found outside of the town centre, for example Elins Esplanad. There is also a wide range of restaurants, pubs, cafés and places for entertainment.

Most shops are open Monday–Friday 10.00–18.00 and on Saturdays 10.00–15.00. Shopping centres usually have extended opening hours. Larger grocery chains are open at least between 9.00–21.00.



NATURE AND LEISURE TIME

Skövde is rich in culture and history, but it is also a recreational destination. There are good bicycle paths and wonderful nature around Skövde and the Mt. Billingen. Billingen's exercise area has tracks for jogging, mountain-biking and cross-country skiing. The area also offers down-hill skiing, ice rink, outdoor swimming pool and lakes for fishing.

Skövde offers a wide range of sports facilities. The newest, Arena Skövde, is a modern venue for sporting events, trade fairs and concerts. Basketball, soccer, floor ball, badminton, tennis, handball and golf are just a few examples of sports that you can join during your stay. The student sports association, HIFS, offers a variety of sports and is the least expensive choice for students. If you are more into being a spectator, hockey and elite league handball draw large crowds in Skövde.

Sweden's two largest lakes, Vänern and Vättern, are located around half an hour's drive away from Skövde, offering pleasant swimming facilities, sailing and fishing during the summer months. There are also smaller lakes around Skövde, for example, Simsjön just south of Skövde on Mt. Billingen.

Vast tracts of pristine land have been turned into nature reserves. Close to Skövde is Lake Hornborga. Thousands of birds, including the rare grey chested crane flock in a magnificent spectacle there every spring. The region has adopted this bird as its symbol.

CULTURE

Culture plays an important role in Skövde. Kulturhuset, the first culture centre in Sweden, is located in the town centre and includes an art museum, art hall, theatre, library and restaurant. Some of the other places worth visiting in and around Skövde are:

- Helensparken - an oasis in the middle of the city with an herb garden and Skövde's oldest building.
- Sankta Elins källa (Saint Elin's Spring). Named after a legend of Skövde's own guardian saint, Saint Elin, Sweden's first female saint.
- Ryds ängar (Ryd's meadows), with several paths through alternating landscapes, meadows, forests and Ryd's caves with steep slopes and pillars.
- Ymsingsborg, an ancient fort located north of Ryd's meadows.
- Våmbs Kyrka - a Romanesque medieval church from the 1100s.

CHURCHES

Most churches in Skövde are Lutheran, but there are also churches of other faiths. There is a Catholic church and some other religious communities such as the Pentecostal Movement and the Jehovah's Witnesses. There is also a Muslim Cultural Society.

PUBLIC LIBRARY

The public library is situated opposite to the train station in "Kulturhuset". This library is one of the largest in the region and offers books, newspapers, and the usual library activities. The University library card can be used here. You can use the Internet free of charge at the library, either by booking one of their computers or by accessing the wireless Internet through your own laptop.

ALCOHOL

The legal drinking age at pubs and restaurants is 18 years. As alcohol is very expensive in Sweden many students meet at home before going out to a pub or party. This is called a Pre-party (förfest). Alcohol is bought at the government-owned wine and liqueur store; Systembolaget. It is generally open Monday through Friday 10.00–18.00 and on Saturdays 10.00–14.00. Some stores stay open longer. The age limit for buying wine and spirits in Systembolaget is 20. If you are under 25, be ready to show an ID to prove your age.

MORE INFORMATION

The Tourist Office in Skövde has specific information about the Skövde area and some general information about large tourist attractions in Sweden. It is located at Sandtorget in the city centre.

Telephone +46 (0)500 44 66 88

E-mail: info@nextskovde.se

www.turistcentrum.se

www.skovde.se

*Today, Skövde has
about 50,000 inhabitants
and is the 5th largest
municipality in
Västra Götaland County.*





General information about Sweden

Sweden is a Scandinavian kingdom of about nine million inhabitants, of which nearly two million live in and around the capital, Stockholm. Urban Sweden is modern, stylish and safe. Rural Sweden breathes tranquillity and natural Sweden harbours some of the largest uninhabited expanses left in Western Europe.

FACTS ABOUT SWEDEN

- Capital: Stockholm
- Language: Swedish
- Population: 9,5 million
- Currency: 1 krona=100 öre
- Area: 450,000 km² (174,000 sq mi)
- Political system: Parliamentary democracy

CONSTITUTION

Sweden is a constitutional monarchy, in which King Carl XVI Gustaf is head of state, but royal power has long been limited to official and ceremonial functions.

The nation's legislature is the Swedish Parliament (Riksdag), with 349 members. 47 per cent of the Parliament's elected members are women. After the 2006 election, twelve years of Social Democratic government ended when the four Alliance parties – the Moderates (formerly Conservatives), Liberals, Centre (formerly Agrarians) and Christian Democrats – formed a government. The Social Democrats, who ruled Sweden for most of the 20th century, are in opposition along with the Left Party (ex-communists), the Green Party and Sweden Democrats.

GEOGRAPHY/NATURE

Sweden is situated between the Baltic Sea and North Sea and is in area the fifth largest country in Europe. The country is characterised by its long coastlines, large forests and numerous lakes. Half of the land surface is covered with forest and less than 10% is farmland, most of which is situated in the southern districts. The distance from north to south is 1,600 kilometres, and thus incorporating a fairly wide spectrum of climate zones and diverse nature. The northwest is dominated by mountains with the highest

mountain, Kebnekaise, which reaches 2,111 meters (6,926 ft). Sweden's archipelagos are world famous; the west coast is unique by its naked rocks and islands.

The Swedish countryside is open to everyone, based on the Right of Public Access (Allemansrätten). You are allowed to walk, jog, cycle, ride or ski through the forests and countryside and across other people's land, provided that you don't cause any damage to crops, tree plantations or other pristine land. Everyone has the right to swim in lakes, to travel by boat on somebody else's waters or to pick the wild flowers, mushrooms, berries et cetera. You may even pitch a tent for one night, without any special permission.

LANGUAGE

Within the five Nordic languages - Swedish, Danish, Norwegian, and Icelandic are closely related. Finnish, on the other hand, is not a Germanic language, and is therefore completely different. The languages have played an important role in creating and pre-serving national identity.

English is taught as a compulsory second language in Swedish schools from third grade onward. Since Sweden has become a stronghold of American and British popular culture, English is also learnt to a large extent through music, TV, and films. Foreign TV-programmes and most films (except children's movies) are subtitled in Swedish and are not dubbed. Tourists from Great Britain or the US may be surprised at the number of anglicisms in use today.

POPULATION

Sweden has a population of about 9,5 million people. More than one third of the population lives in the three largest cities, Stockholm, the capital, Gothenburg, the port city on the west coast, and Malmö in the south. The central and southern parts of Sweden are the most densely populated. However, as the area of Sweden is large, the overall density is only 54 inhabitants per square mile (18 per km²).

RELIGION

One of the ties that link the Nordic countries together is a common Lutheran religion. The Swedish situation is special, since the Church of Sweden, Svenska kyrkan, very early became a part of the central administration. Gradually, however, the church has been separated from the state and in 1999 it gained its full independence. Before the separation, children born in Sweden automatically became members of the national church. The fact that the Church of Sweden has many members does not mean that the average person goes to

church every Sunday, or has a personal Christian belief. As a matter of fact, only a few per cent of the population regularly attend church services. However, the church still has an important part to play in the major events of life, such as weddings and christenings.

Apart from Lutheran Christianity, numerous religions are found in Sweden, all of which however are fairly small. A large number of immigrants is either Catholic or Muslim. In recent years, there are also large sums of Hindus and Buddhists among the immigrants.

CLIMATE

The warm Gulf Stream in the Atlantic Ocean gives Sweden a milder climate than other areas this far north. Stockholm, the capital, is located on the same latitude as southern Alaska, but has an average temperature in July of 18°C (64°F). Skövde has a slightly higher average temperature, 18.3°C in July. The temperature variations between the southern and northern parts of Sweden are slight during the summer but greater during the winter. Skövde, for example, has an average temperature of -2°C (28°F) in February, but it may sometimes drop considerably below that. There is usually snow during the winter season. In Sweden, the seasons are very distinct from one another. Summer is characterised by the light nights, where as winter brings daylight only lasts 7–8 hours in the Skövde region. For the winter season you will undoubtedly need a warm jacket, gloves, cap and warm boots. It is best to wear several layers of clothes that are reasonably easy to take off, being that it is warm indoors.

TIME

Sweden is on Central European Time (CET), GMT +1. Daylight savings time (GMT +2) applies from the last Sunday in March until the last Sunday in October. Clock time is written according to the European system, e.g. 1 p.m. is written 13.00.

SWEDISH NEWS

If you want to keep yourself updated on what is happening in Sweden, www.thelocal.se is a useful site offering Swedish news in English. You can also listen to Swedish news in English, German, and certain other languages at: www.sr.se/international.

TELECOMMUNICATIONS

If you place a call to Sweden you dial the International access code +46 plus area code and the telephone number. Please note that if you call from abroad you should drop the first zero in the area code. The area code for Skövde is 0500, which you would use before the Telephone number when calling from anywhere else in Sweden but Skövde.

CURRENCY

The Swedish krona (plural kronor), is denoted by the international currency symbol SEK. One krona contains 100 öre. Bank notes are available in denominations of 20, 50, 100, 500 and 1,000 kronor, coins in 1, 5 and 10 kronor. All major bank and credit cards are widely accepted throughout Sweden. Please note, sometimes you might need to show a valid identification when paying with a bank card or drawing cash at the bank or shop.

DRIVING IN SWEDEN

In Sweden, people drive on the righthand side of the road. The legal driving age is 18 and you are expected to have your driver's license with you when driving. A foreign driver's license is valid for a maximum of one year. The laws on drinking and driving are very strict!

In Sweden, winter tires are required between 1 December and 31 March during winter road conditions. Studded tires may be used 1 October – 15 April.

For more information about driving with a valid foreign license plate in Sweden. Please visit www.trafikverket.se and www.korkortsportalen.se.

ELECTRICITY

The main electricity in Sweden is 220 volts and 50 Hz. You may need a transformer and/or adapter for your electrical appliances as, for example, British and American outlets differ from Swedish ones.

EMERGENCY

If you need emergency assistance, dial 112. You will be asked "What has happened?" to determine whether you need an ambulance, the fire department, or the police. You will also be asked "Where has this happened?" and "From which number are you calling?". Emergency calls from paytelephones are free of charge.

SWEDISH TRADITIONS

Sweden has a lot of traditions with ancient roots, some date as far back as pagan Sweden. Many customs are closely associated with the changing of seasons.

- **Fettisdagen**, was traditionally celebrated before lent started. Lent or no lent, however, Swedes still like eating their "semmla" in February – a bun filled with cream and almond paste.

- For **Påsk** (Easter) children dress up as Easter witches in long skirts, headscarves and repainted cheeks. In the Swedish version of "trick or treating", they go from house to house with selfmade Easter cards, hoping to get sweets in return. Swedes usually bring in birch twigs decorated with colourful feathers for Easter.

- **Valborgsmässoafton** (Walpurgis Eve) is always celebrated on 30 April. Swedes welcome spring by lighting bonfires and listening to choral singing at dusk.

- **Labour day**, 1 May, is a national holiday in Sweden. Workers get together for rallies and speeches, often joined by marching orchestras.

- The **National Day** is celebrated on 6 June, which is a national holiday. With no participation in any of the modern wars in mind, the celebration is, however, quite moderate among the Swedes. Most cities hold ceremonies welcoming new Swedish citizens.

- **Midsommar** (Midsummer) at the end of June, is one of the longest days of the year. People gather, often in the countryside, to pick flowers and put together a may pole to dance around. A typical Midsummer menu features pickled herring, boiled new potatoes, sour cream and chives, followed by the first strawberries of the summer.

- A **kräftskiva** (crayfish party) in August is mandatory for most Swedes. The parties are supposed to be held outside on a warm August evening, with collared paper lanterns lighting up the table. Crayfish are eaten with bread, cheese, beer and schnapps, with comical paper hats on everyone's head.

- **Surströmming** (sour herring) is a traditional food that Swedes either love or hate, mostly because of the smell of rotten fish. But a wellprepared fermented herring doesn't taste the way it smells. Accompaniments are needed, however, for the September feast.

- **Alla Helgons dag** (All Saints' Day) at the end of October is a day for remembrance. People light candles at family graves and the lit up cemeteries are usually beautiful in the dark October night.

- **Advent** is a countdown for Christmas and also a way of escaping the darkness of the season. On the first Sunday, people light the first candle in the Advent candlestick. Each Sunday until Christmas, a candle is lit, until all four candles are alight. You can also see electric candles and stars in the windows of most households.

- **Lucia** on 13 December is one of the most beloved holidays of the year. Early in the morning, Lucia, with a wreath of candles in her hair, and her maids – all dressed in long white robes, holding candles – form a singing procession. At the very end of the procession come the star boys, holding paper stars and wearing conical hats decorated with stars. Christmas songs and carols are sung and the people that are watching drink warm "glögg" and eat saffron-flavoured buns called "lussekatter".

- **Jul** (Christmas) is celebrated on 24 December in Sweden. A big meal with a pork ham as a centre-piece is served and Christmas gifts are opened in the evening.

- Swedes like to "fika" that is having a coffee and often a cinnamon bun.

- **Matfestivalen** (Food festival) in Skövde - For two days in late August the whole city centre of Skövde turns into one large street restaurant, with lots of activities, a Tivoli, different live band performances and a great variety of culinary dishes to try out... Restaurants, cafés and pubs move their operations onto the streets and pavements and into the main square.





CULTURAL SPECIALITIES – SURVIVAL HINTS

To endure your first weeks in Sweden, we will give you a few "survival hints" for Swedish customs and culture.

- Be on time. Both at work/school and in the social life, Swedes are punctual (most of the time). It is considered impolite to keep someone waiting.
- Pay for yourself. When in a restaurant or a pub it is customary that each person in a party pays for their consumption. This habit is probably due to the comparatively high cost of eating/drinking out.
- Remain in a queue/line. Whenever you are waiting for something, a cinema, to pay in a shop et cetera you are expected to wait in a proper queue/line. Hardly any excuse will allow you to get in front of other people who arrived before you. Many institutions, e.g. banks and post offices use a system of "queuing tickets". When your number is shown on the screen, it is your turn.
- Keep talking... Some foreigners complain that it is difficult to meet Swedes socially, and we have to admit that this may be true – to some degree. We might seem a bit reserved, but usually it is only shyness or a certain fear of imposing on the newcomer. If you do not give up but show that you are interested in making friends you will discover that we are a warm and friendly people.
- ...But listen too. When talking, Swedes do not like to be interrupted. When you speak, people are normally interested in what you have to say and listen, so do not forget to listen to them. Also, Swedes generally like to keep some physical space between themselves and the person they are talking to.
- No smoking. Smoking is not allowed in public buildings, and even in other places it is considered courteous to check with the people in your party if it is all right to smoke. If you are in somebody's home it is customary to go outside to smoke.
- Take off your shoes. Swedes take off their shoes indoors. Remember to leave your shoes at the door when you visit a Swedish friend!
- Shake hands. When meeting people in a group or on their own, Swedes shake hands with everybody before joining in the conversation. However, it is less formal within a group of friends.

MORE INFORMATION

If you want to read more about Sweden, please visit:

www.visitsweden.com

www.sweden.se

www.studyinsweden.se

www.si.se





Useful words

SOME SWEDISH PHRASES

Swedish	English
Hej	Hello
Hej då	Goodbye
Godmorgon	Good morning
Tack	Thank you
Ursäkta	Sorry, excuse me
Hur mår du?	How are you?
Bara bra!	Fine, thank you
Vad heter du?	What is your name?
Vad är klockan?	What time is it?
Jag förstår	I understand
Jag förstår inte	I don't understand
Jag heter... ..	My name is...
Jag är... ..	I am...
Tala långsamt!	Please, speak slowly
Jag talar inte svenska, ..	I don't speak Swedish,
Kan vi prata engelska? ..	Can we speak in English?
Jag letar efter... ..	I'm looking for...

FOOD IN SWEDEN

Finding the right products when buying food in Sweden can, in the beginning sometimes be tricky, especially when it comes to some dairy products. Here is some guidance:

Swedish	English
Mjölk.....	Milk
3% fat.....	Red
1,5% fat.....	Green
0,5% fat.....	Blue
Gräddfil.....	Sour cream
Filmjölk	Sour (soured) milk
Vispgrädde	Whipped cream
Crème fraîche.....	Crème fraîche





Useful addresses

University of Skövde

Högskolevägen Box 408,
SE-541 28 Skövde, Sweden
Tel: +46(0)500 44 80 00
Fax: +46 (0)500 41 63 25
www.his.se

Skövde Tourist Office

Staketgatan 12
Tel: +46 (0)500 44 66 88
E-mail: info@nextskovde.se

Skövde Municipality, City Hall

Fredsgatan 4
Tel: + 46(0)500 49 80 00
E-mail: kommunstyrelsen@skovde.se

The Swedish Institute

www.si.se/english
www.studyinsweden.se
www.sweden.se

SJ (Swedish railway company)

Tel: +46(0)771 75 75 75
www.sj.se

Västtrafik (buses and trains)

Tel: 0771 41 43 00.
www.vasttrafik.se

Second hand

Erikshjälpen, Gengåvan Second hand
Kvantumhuset, Gamla Kungsvägen 54
Tel: +46(0)500 48 64 00
Opening hours: Tuesdays 12.00 - 18.00
Thursdays: 12.00 - 18.00
Saturdays: 10.00 - 13.00

The Social Insurance Office (Försäkringskassan)

Skolgatan 1
Tel: +46(0)771-524 524
www.fk.se/sprak/eng

Tullverket (Customs)

Tel: +46(0)771-520 520
www.tullverket.se/

HEALTH CARE CENTRES/VÅRDcentralER

Vårdecentralen Centrum Skövde, Praktikertjänst

Stationsgatan 10
Tel: +46(0)500 38 18 50
Opening hours: Monday-Friday 8.00 – 17.00

Allemanshälsan vårdcentral Lunden

Lundvägen 4
Tel: +46(0)500 78 99 90
Opening hours: Monday-Friday 8.00 – 17.00

Närhälsan Norrmalm vårdcentral

Ekängsvägen 15
Tel: +46(0)500 - 44 71 50
Opening hours: Monday - Friday 8.00 – 17.00
Open reception for infections
(for example infections in throat, nose, ears or lungs)
Opening hours: Monday – Friday 10.00– 11.00

Närhälsan Billingen

Ekängsvägen 15
Tel: +46(0)500 44 71 20
Opening hours: Monday - Friday 8.00 – 17.00
Drop in: Monday – Friday 9.30 – 10.00

Närhälsan Södra Ryd

Timmervägen 3
Tel: +46(0)500 46 65 62
Opening hours: Monday - Friday 8.00 – 17.00
Telephone hours: Monday-Friday 7.30 – 17.45

Närhälsan Hentorp

Gröna vägen 40 A
Tel: +46 (0)500 - 447070
Opening hours: Monday - Friday 07.30 – 17.00

Närhälsan Skövde jourcentral

(when the District Health Centre is closed)
Ekängsvägen 15
Tel: 11 77 (no area code)
Opening hours: Monday – Friday 17.00 – 22.00
Saturday – Sunday 11 .00– 17.00

SOS Emergency

Dial: 112

(Police, Fire department, Ambulance)

112

YOU CREATE REALITY



UNIVERSITY
OF SKÖVDE