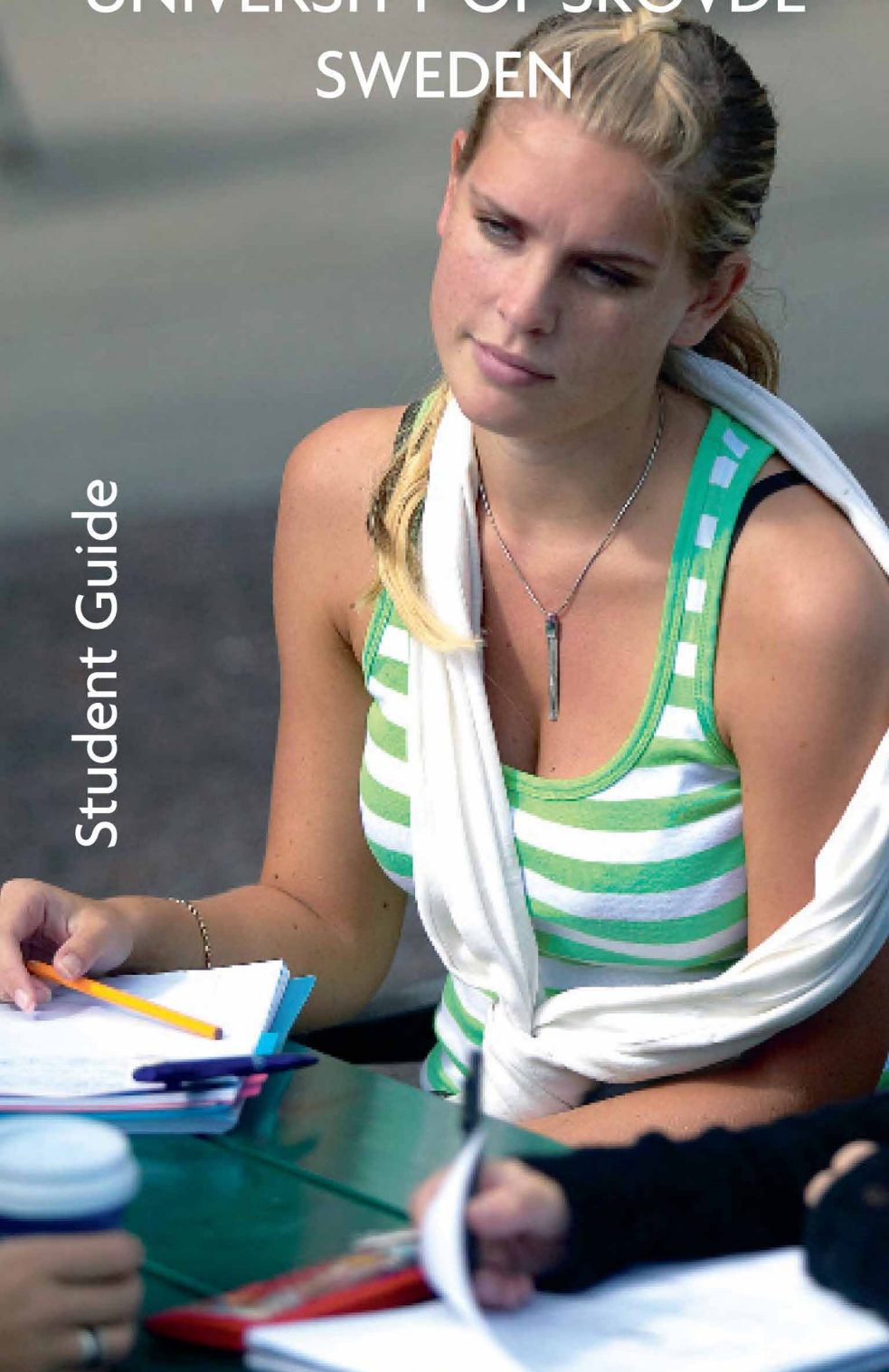


UNIVERSITY OF SKÖVDE SWEDEN

Student Guide



WELCOME TO THE UNIVERSITY OF SKÖVDE



As Vice-Chancellor of 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 programs are available for you. Available at campus is 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 advice 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

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THE UNIVERSITY OF SKÖVDE

The University of Skövde, established in 1977, has grown rapidly in the recent years - from 300 to over 11,000 students. The University offers a range of traditional, but also cross-disciplinary, study programmes within a number of different areas. Our three wide-ranging schools offer some 600 courses, and a choice of approximately 50 study programmes and Master's programmes.

The three schools are:

School of Humanities and Informatics

School of Technology

Society School of Life Sciences

AN INTERNATIONAL UNIVERSITY

The University of Skövde cooperates with approximately 80 partner universities worldwide, including most European countries, but also universities in 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 take part in the education. In line with the European Bologna Declaration of Education, 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, restaurant, student union office, and a student health service. Most student accommodations and the Student Union House are within walking distance of the campus. The library is the University's central resource for information and literature and has approximately 100,000 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. In 2009 a building was opened, with over 11,000 square meters of space for joint cooperation between companies and the researchers at the University .

CONTACT INFORMATION

Visiting address

Högskolevägen, Skövde, Sweden

Mailing address

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

Reception desk

phone +46 (0)500 44 80 00

fax +46 (0)500 41 63 25

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 Counsellors for additional information. The Student Counsellors offers general and individual advice about academic education.

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

Admission

Please first take a look at www.his.se/admission.

If you as an exchange student have further questions, please contact exchangestudent@his.se and as freemover student, please contact admission@his.se

Exchange Agreements

international@his.se

General Information about studying in Sweden

Visit www.studyinsweden.se

Funding

You need proof of funding to obtain a student permit/visa. For more information visit:

www.studyinsweden.se and
www.migrationsverket.se

Scholarships

A limited number of scholarships are granted for some students liable for study fees. Details can be found on the University's homepage. Also, please check

www.si.se about their scholarships.

Visa and resident permits

www.migrationsverket.se

Accommodation

The University does not own housing facilities, but attempts to provide help in finding accommodations for you. Visit

<http://www.his.se/english/education/student-life/accommodation/>



Student and Career Counselling

The Student and Career counsellors offers general and individual counselling about academic education, choice of courses and programmes at the University and future careers. The information below can also be found on-line at www.his.se/contactacounsellor

School of Humanities and Informatics

Subject areas of Computer Science, Humanities and Languages

Student Counsellor Cecilia Nygren

Telephone +46 (0) 500-44 80 97

E-mail studievagledare.iki@his.se

School of Technology and Society

Subject areas of Technology, Behavioral Sciences, Economics, Business Administration and Law

Student Counsellor Ulrika Granlid

Telephone +46 (0) 500-44 87 01

E-mail studievagledare.its@his.se

School of Life Sciences

Subject areas in Natural Sciences

Student Counsellor Gunnel Mattsson

Telephone +46 (0) 500-44 82 84

E-mail studievagledare.ivn@his.se

Subject areas in Nursing

Student Counsellor Christina Bellinder

Telephone +46 (0) 500-44 80 98

E-mail studievagledare.ivn@his.se

Teacher education

Questions about teacher education programmes

Student Counsellor Gunnel Mattsson

Telephone +46 (0) 500-44 82 84

E-mail studievagledare.lu@his.se



Studying with disabilities and equal treatment

Questions about studying with a disability and equal treatment.

Student Counsellor Emma Pavlov

Telephone +46 (0) 500-44 80 96

E-mail funktionshinder@his.se

Career counselling

Questions about future careers, job application and Cvs

Career Counsellor Ingrid Christensson

Telephone +46 (0) 500-44 87 32

E-mail karriarvagledare@his.se

International coordination

Counselling regarding exchange studies can be answered by all the Student Counsellors. The international coordinators are in charge of the internationalization at the University of Skövde

International Coordinators

Tel: +46 (0) 500 44 80 00 (switchboard)
international@his.se

INTERNATIONAL COMMITTEE

The International Committee, IC, is a part of the Student Union at University of Skövde and also of the ESN (Erasmus student network), which is a network for the Erasmus students in 34 European countries.



IC supports the international students at the University of Skövde by providing information, arranging social activities and integrating them with the Swedish students. IC also participates in and arranges part of the introduction programme every semester for recently arrived international students. To support the new students, IC assigns each of them mentor students who will help the incoming students to settle in and sort out any problems that they may encounter during their stay in Skövde.

IC is a non-profit organisation that is conducted on voluntary basis by dedicated students, with the principal aim to work in the interest of the international students at the University. The operations of the IC include master students as well as exchange students.

The ambitions of the IC include:

- Giving the international students a pleasant and warm reception.
- Spreading a general view of the city and helping the students to feel at ease during their stay.
- Integrating the students into the Swedish social life and university traditions.
- Offering the possibility to experience the local surroundings by arranging trips, sight-seeing tours, et cetera.
- Offering the opportunity to visit cities such as Kiruna, Gothenburg and other places that are strongly rooted in Swedish culture.
- Sharing other cultures in order to attain a deeper understanding for other nationalities and to develop international networks.



THE STUDENT UNION

Each university in Sweden has at least one student union. The Student Union is to act in the interest of its members regarding their education, their rights and the matters associated therewith. The work we do for our members, gives 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 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 or buy used course literature. 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 consists of students such as you and works closer to you, the student. The section also holds various social activities for you to join, often in collaboration with various committees.

International Committee

The International Committee (IC) is a part of the Student Union and a member of European Student Network (ESN). Their work is explained in detail in the beginning of this booklet. You may also visit the IC-webpage at www.facebook.com/SkovdeIC

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

The Rainbow students

The Rainbow students is a non-political and non-religious society, which work to improve the climate at the university for the bisexuals, homosexuals, and transsexuals. They partly work with education monitoring, where they among other things look for discrimination in the course literature. The Rainbow students are inactive at the moment but contact styrelsen@studentkaren.se if you are interested in these questions.

Skövde Sexmästeri

Skövde Sexmästeri organises all the pubs, discos and parties at our Student Union House, 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 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

STUDIES IN SKÖVDE

YOUR CONTACT PERSON

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

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. 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. Please read the chapter Introduction programme for further information about the introduction programme.

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 on

Swedish Higher Education see The Swedish National Agency for Higher Education's website:
www.hsv.se/english

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 under the chapter ECTS). Fulltime 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 study 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 moment. 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 study notes made during 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.

Grading criteria

All grading scales (including ECTS) are goal-related, (as opposed to relative

within the group).

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 by default only shows the passed courses.
www.his.se/transcript

Degrees and certificates

There are a number of professional and academic degrees in the Swedish Higher Education. For a further explanation of the higher education in Sweden please visit The National Agency for Higher Education's website:
www.hsv.se/english

Professional degree (Yrkesexamen)

Students who meet the requirements can apply for a professional degree. They may also apply for 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 and a diploma project of at least 7,5 ECTS can apply for 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 apply for a kandidatexamen (Official translation: Bachelor's degree).

Master's degree (Magisterexamen, Masterexamen)

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 four 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 valuations, judgements, equivalence statements or suggestions about recognition.

EUROPEAN CREDIT TRANSFER SYSTEM EFFECTS

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.

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. If you would like to apply for a full degree programme in Swedish, please contact the Admissions office (building E), or write exchangestudent@his.se. Specific questions regarding courses and programmes can be addressed to the student counsellors. For contact information, please see www.his.se/admission

Exchange students

How to apply:

To apply for studies at the University of Skövde, exchange students are required to fill out the on-line application form Exchange Students, which is available at www.his.se/admission. Academic records must be submitted with the application.

The application should be sent to the following address:

University of Skövde
Admissions Office
P.O. Box 408
SE - 541 28 Skövde, SWEDEN

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

Master's students and non exchange students

Please contact one of the three schools at the University of Skövde for details about the specific requirements, deadlines, and application forms. See www.his.se/admission and www.studera.nu for more information.

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 pants and a shirt.

The academic quarter

The academic quarter used to be practised 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

SWEDISH LANGUAGE COURSES

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 are available in the middle of August on the web page www.his.se/neverlost.

The schedules may change during the semester and you need to regularly check your schedule for any possible changes.

INTRODUCTION PROGRAMME

The introduction programme for the exchange students begins during your first week at the University. During the introduction you will get to know the University, the Student Counsellors, the International Coordinators, the Student Union and its associations and the city of Skövde with its surroundings. You will go through the registration procedure, residence permits, course schedules, computer access, security cards, and much more. A special social programme will also be arranged. 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. A similar introduction programme will also be arranged for the international master's students, but it might differ in content and length.

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 seats, 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 counsellor.

THE UNIVERSITY LIBRARY

The library is the University's central resource for academic information and scientific literature of high quality. The holdings include approximately 100,000 print volumes and 8,000 journal subscriptions of which 7,000 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 web page 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 Swedish and foreign

daily newspapers, a cafeteria, facilities for studying, and special rooms for group work. 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/english/library

Need help? Visit the Study Support Center!

Are you having a hard time with your studies? Visit the Study Support Center in the library. Help is provided mainly in language and study techniques. Visit the center's website for its opening hours at www.his.se/studysupportcenter

COURSE LITERATURE

Be prepared to buy your own books. Books are considered quite expensive in Sweden. You can buy most required course literature in the bookshop downtown 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 HELPDESK

All students at the University of Skövde receive an e-mail account automatically when they have been accepted and admitted for studies at the University. For information on how to activate and access your e-mail account, please visit the IT departments

website. www.his.se/english/student/support-and-service/it-service/

The rules for using the University's computers:

- You may not download programmes from the Internet onto the University computers.
- You may not set up ICQ 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. The computer rooms are mostly open during the same times as the university, in general (see Security Card). However, you may need clearance for a particular room and there might be different times for the different rooms.

Scanners and copying machines

There are several printers in each building that are easily accessible for the students. Many of these printers also have scanning and copying capabilities. Printing from these machines will automatically be charged from your student print quota, which can be refilled in building A.

Wireless network

The wireless network is available for students and staff at the University of Skövde. You can access the wireless network in buildings A, D, E, F, G, and H, the Student Union House Boulogner, the restaurant Götasalen, and at the library.

Security card

The students need a security 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 security 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. A deposit of SEK 100 needs to be paid for the security card. The deposit will be refunded when the card is returned.

Opening hours for the University

Open for everyone
Monday – Thursday: 07.30-19.00
Friday: 07.30-17.00

Open with a security card
Monday – Thursday: 19.00-24.00
Friday: 17.00-21.00
Saturday: 07.30-18.00
Sunday (public holidays): 07.30-24.00

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 phone or e-mail. For current information, please take a look at www.his.se/health

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 phone 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/

Ingrid Wikström
Minister of Church of Sweden
Tel.: +46 (0)500-47 65 18
E-mail:
ingrid.wikstrom@svenskakyrkan.se

The Quiet Room

In 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.

FACILITIES FOR STUDENTS WITH DISABILITIES

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

ALCOHOL AND DRUG REGULATIONS

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 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 House 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.

EXAMINATIONS

You must be registered for the course in order 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 Service 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

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 is a restaurant 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.



BEFORE AND AFTER YOU ARRIVE IN SWEDEN

RESIDENCE PERMIT/VISA

Non-EU/EEA Citizens

If you are planning to study in Sweden for more than three months, you must have a residence permit for students/visa. The permit must be complete and be entered in your passport before your entry into Sweden. A person who intends to be in Sweden for less than three months does not normally need a residence permit. However, citizens of certain countries must have a visa. Information about who falls into this category can be found at www.ud.se. You can apply for visas and permits at the Swedish embassy or consulate in your home country. The addresses of embassies and consulates can be found at www.ud.se

To ensure that you obtain your permit in time you should submit your application several weeks prior to your departure for Sweden. Most people are required to pay an application fee. Please remember that you cannot apply for a residence permit unless you have been admitted to full-time accredited university studies in Sweden. Detailed instructions, links and information can be found on www.studyinsweden.se/Living-in-Sweden and www.migrationsverket.

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.

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/en



GETTING SETTLED IN SKÖVDE

How to reach Skövde

By air and train

The most convenient 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: Tel: +46 (0)771-75 75 75, website: www.sj.se/, Västtrafik; +46 (0)771-41 43 00, website: 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) on the trains. 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 X2000 train and 3.5 hours with the Inter City train to Skövde. From Göteborg it takes 1 hour with the X2000 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.

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 SERVICE

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. It normally takes you from the train station in Skövde to your accommodation in Skövde. The pick-up service will also provide you with your room key. Arrival forms will be sent to you to fill in the arrival details. Here the pick-up service can be requested. At arrival on other days, you must arrange the transportation on your own, or you may be welcomed by your host person (buddy).

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, and so is the taxi 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 0500-494949 or 0500-416500.

To pick up the key for your room or apartment, (on other days than on arrival days) you should visit the Accommodation Service at the Student Service, building G, by the entrance, which is open during the office hours, 08.00–17.00. If you arrive on the weekend, please contact the Student 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 accommodations for international students. The

Accommodation Service assists those exchange students who are admitted through our exchange agreements in this matter. Once you have been admitted for studies at our university, application for accommodation along with an Information Package will be sent to you.

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 runs up to about SEK 4,000 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 are normally included in the rental cost for the furnished room – usually also some kind of internet access. The living room and kitchen are shared by a number of students. Usually 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 post office or bank, 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.

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 "Living in Sweden"

MEDICAL CARE AND SOCIAL WELFARE

112

In case of an emergency,
dial 112

Local Primary Health Clinics

If you need medical treatment or want to visit a nurse or 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 choose 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 phone 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 phone 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 phone 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, phone numbers and links, 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 often some kind of documentation from the University confirming that you are a student (can be obtained for free from the Student Affairs Office in building E). 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

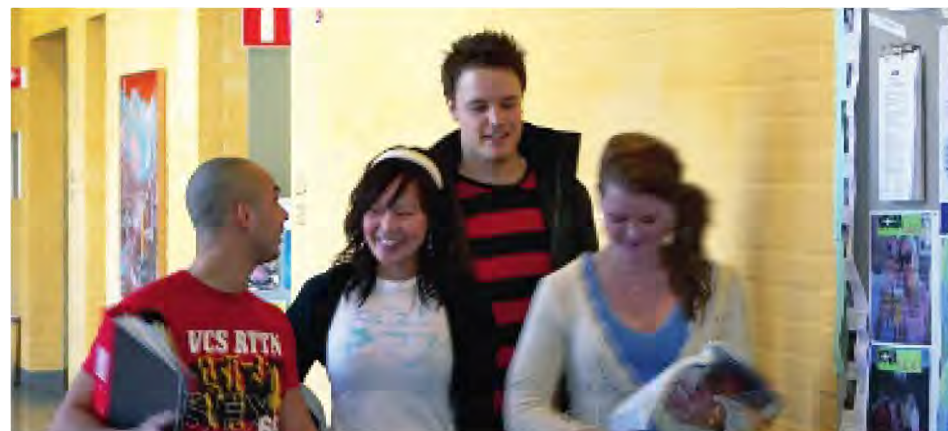
letters and blue for regional letters.

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 10.00–19.00 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.



THE CITY OF SKÖVDE

Skövde is situated between the two largest lakes in Europe, 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 has 40 stores, and more shopping malls can be found outside of the town centre. 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 commonly 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.

Saint Elin's Spring. Named after a legend of Skövde's own guardian saint, Saint Elin, Sweden's first female saint.

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.

Våmb's Church - 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.

MORE INFORMATION

The Tourist Bureau 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.

Turistcentrum Tel: +46 (0)500 44 66 88
E-mail: turistcentrum@turistcentrum.se
www.turistcentrum.se



GENERAL INFORMATION ABOUT SWEDEN

Sweden is a Scandinavian kingdom of 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: 9,4 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). The Moderates (formerly Conservatives), Liberals, Centre (formerly Agrarians) and Christian Democrats formed a government in 2006 and are currently in office (2011). 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. Every-one 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 preserving 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 learned 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 anglicises in use today.

POPULATION

Sweden has a population of 9 million people. More than one third of the population lives in the three largest cities, Stockholm, the capital, Göteborg, 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. Dates are usually written (YY)YY-MM-DD, e.g. 2010-04-30.

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, Ger-

man, and certain other languages at www.sr.se/international

TELECOMMUNICATIONS

In Sweden the GSM network operates on 900 and 1800 MHZ which is commonly used throughout Europe. Mobile phones from continents might not work, please consult your manual. Swedish SIM-cards are available in most electronic shops. Sometimes the Student Union have discounts to certain operators, it could be wise to ask them before getting one on your own.

If you place a call to Sweden you dial the International access code +46 plus area code and the phone 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 phone number when calling from anywhere else in Sweden but Skövde.

CURRENCY

The Swedish krona (plural kronor), is denoted by the international currency symbol SEK and locally in Sweden by kr. One krona contains 100 öre. Banknotes 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 that you always need 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 right-hand 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 - 30 April. EU residents may use their car – with a valid foreign license plate – in Sweden for one year, and temporarily be exempted from road and car tax. For students from other countries the time is shorter. Read more at <http://www.transportstyrelsen.se/en>

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 payphones 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 "semla" in February – a bun filled with cream and almond paste.

For **Easter** ("påsk") children dress up as Easter witches in long skirts, headscarves and red-painted cheeks. In

the Swedish version of "trick or treating", they go from house to house with self-made 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.



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 **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 well-prepared fermented herring doesn't taste the way it smells. Accompaniments are needed, however, for the September feast.

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 starboys, 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". When occurring on weekdays, Lucia is still a business day, but many work places and schools arrange small ceremonies in the morning for their staff or students.

Christmas is celebrated on 24 December in Sweden. A big meal with a pork ham as a centrepiece is served and Christmas gifts are opened in the evening.

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.

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



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
E-mail: turistcentrum@tc.skovde.se
Tel.: +46 (0)500 44 66 88
www.turistcentrum.se

Skövde Municipality, City Hall

Fredsgatan 4
Tel.: +46 (0)500 49 80 00
www.skovde.se

The Swedish Institute

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

SJ (Railway company)

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

Public Library

Trägårdsgatan 9
Tel.: +46 (0)500 49 85 70

Health Care Centres – Vårdcentraler

City, Praktikertjänst
Address: Stationsgatan 10, Skövde
Telephone: 0500-38 18 50, Monday-Friday 8 a.m. - 5 p.m.

Lunden, Allemanshälsan

Address: Lundevägen 4, Skövde
Telephone: 0500-78 99 90, Monday-Friday 8 a.m. - 5 p.m.

Normalm

Address: Ekängsvägen 15, Skövde
Telephone: 0500-44 71 50, Monday-Friday 8 a.m. - 5 p.m.

Open reception for infections (for example infections in throat, nose, ears or lungs) Monday-Friday 10.00 a.m. - 11.00 a.m.

Billigen

Address: Ekängsvägen 15, Skövde
Telephone: 0500-44 71 20, Monday-Friday 8 a.m - 5 p.m.

Open reception for infections (for example infections in throat, nose, ears or lungs) Monday-Friday 9.30 a.m. - 10.00 a.m.

Södra Ryd

Address: Timmervägen 3, Skövde
Telephone: 0500-46 65 62, Monday-Friday 8 a.m - 5 p.m.

Hentorp

Address: Gröna vägen 40 A, Skövde
Telephone: 0500-44 70 70 or 0500-44 70 80, Monday-Friday 8 a.m - 5 p.m.

Jourcentralen (when the District Health Centre is closed)

Ekängsvägen 15, 541 40 Skövde
Tel.: 1177 (no area code)

SOS Emergency

Dial: 112
(Police, Fire department, Ambulance)

Second hand

Erikshjälpen, Gengåvan Second Hand
Kvantumhuset, Gamla Kungsvägen 54
Tel.: +46 (0)500 48 64 00

The Social Insurance Office

(Försäkringskassan)
Kungsgatan 18
Tel.: +46 (0)771-524 524
www.fk.se/sprak/eng

Tullverket (Customs)

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

SOME SWEDISH PHRASES

Swedish	English
Hej	Hello
Hejdå	Good bye
God morgon	Good morning
Tack	Thank you
Ursäkta	Excuse me
Hur mår du?	How are you?
Bra, tack!	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...
Ursäkta, kan du tala långsammare?	Excuse me, can you speak more slowly?
Jag talar inte svenska.	I don't speak Swedish
Kan vi tala engelska?	Can we speak English?
Jag letar efter...	I am looking for...
Min svävarer är full av ål.	My hovercraft is full of eels.
Vad kostar det?]	How much does it cost?
Jag vill åka till... / Jag bor på....	I want to go to... / I live at...
Jag är allergisk mot.. / Jag kan inte äta....	I am allergic to... / I can not eat...

WELCOME TO THE UNIVERSITY OF SKÖVDE



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