



APPLICATION PROCEDURES FOR EXCHANGE STUDENTS



UNIVERSITY
OF SKÖVDE

Academic Calendar

SPRING SEMESTER 2018
January 15, 2018 – June 3, 2018

Further information is available on the University's website www.his.se/academiccalendar
The Introduction Programme takes place about **one week before the start of the official semester**.

Course information

Languages of Instruction

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

Available Courses for Exchange Students in English

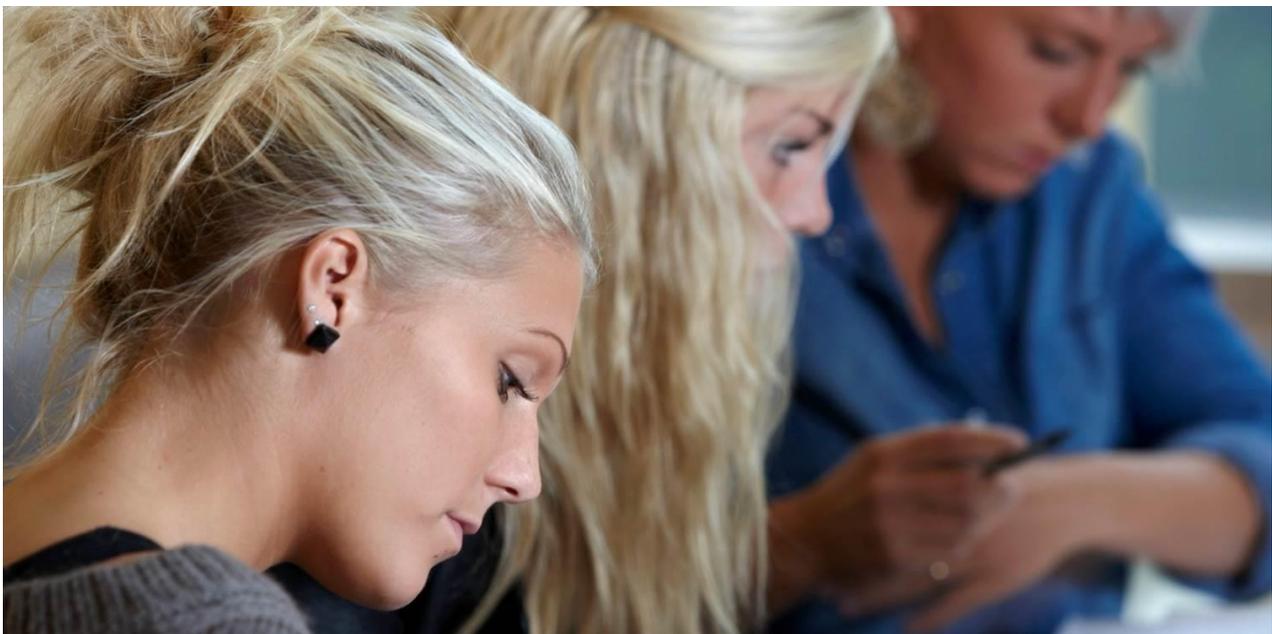
Our University offers about 100 courses a year in English in different fields of study:

- Engineering (Automation Engineering, Mechanical Engineering, Integrated Product Development)
- Natural Sciences (Bioinformatics, Biomedicine, Molecular Biology)
- System Biology (Only master's programme)
- Business Administration
- Computer Science (Informatics, Information Systems Development, Cognitive Science)
- Computer Game Development
- Media Arts, Aesthetics and Narration
- Nursing
- Philosophy and Cognitive Neuroscience
- English language
- Swedish language

On the following website you will find English taught courses that are available for exchange students in spring 2018:

<http://utbildning.his.se/qb55/coursesinenglish/default.asp?termin=20181>

We also offer [language courses](#) in English and Swedish.



Requirements for Admission

Prerequisites for courses

We advise you to read the application instructions before filling out the Course Selection Form. You and your study advisor must carefully check the prerequisites for each course. You should only apply to courses where you fulfil the academic requirements. The prerequisites are listed on the course description page, that you get access to by clicking on a course in our [list of available courses](#). When you are applying for exchange studies at our university, you have to submit an official transcript of your university records. In order to demonstrate that you meet the prerequisites for a specific course, we might ask you to also submit syllabuses in English for courses that you have previously studied.

For master/graduate level students

For most master's level courses you must have been awarded a bachelor's degree (equivalent to a Swedish kandidatexamen). Please note that in Sweden there are special instructions on how to assess academic qualifications from different countries. We will make an evaluation of your qualifications and then let you know if you can be accepted to the specific course. Please make sure to send us a copy of the degree certificate and an official transcript of records.

Language Proficiency

As an exchange student at the University of Skövde you will study together with students from many countries, with English as the language of instruction. It is thus important that your language proficiency in English enables you to keep up with the teaching in an adequate way. Please note that we do not expect you to master English perfectly on a grammatical level; the most important thing is that you can understand text and speech on university level, and that you can communicate both orally and in writing.

To make sure that you have sufficient knowledge in the English language, we ask you to fill out our [English Proficiency Certificate](#). This is a self-evaluation, but it must also be signed by an official at your home university (a study counsellor or an exchange coordinator, for example). If you are a native English speaker, this demand is waived.

If your ability in English proves to be insufficient to participate actively in your courses we cannot be bound to the Learning Agreement, nor can we guarantee to offer you courses corresponding to the required amount of credits (a full study load).

For master/graduate level students

If you are applying for courses on master's level, you must demonstrate your English abilities with an internationally recognized English test. Please observe that a statement by your university will not be sufficient. Students who have taken university courses given in English may be exempt from submitting a formal test (check the [list of exemptions](#)).

Accepted tests and minimum results required are listed below:

English test	Minimum overall score	Minimum score in every section	Minimum score Writing section
IELTS Academic	6,5	5,5	
TOEFL Paper-based	575		4,5
TOEFL Internet-based	90		20
Cambridge Advanced English (CAE)	Accepted		
Cambridge Proficiency (CPE)	Accepted		
Cambridge First Certificate (FCE)	Does not fulfil the language requirements		

COURSE SELECTION

The courses that are available to you as an exchange student in spring 2018 are listed on [our website](#). By clicking on a specific course in the list you will get more information about it; for example which period the course is held, its amount of credits and what the entry requirements are.

You must be admitted to at least 30 credits, which is equivalent to one semester of full-time studies. You are free to select these 30 credits from all our subject fields, given that you fulfil the academic requirements. In addition to the 30 credits, you may add extra language courses as follows: 15 credits in English language courses + 18 credits in Swedish language courses.

The maximum amount of credits that you can be admitted to in one semester is thus; 30 ECTS in all subject fields + 15 ECTS in English language courses + 18 ECTS in Swedish language courses.

In general, you should only apply to courses that corresponds to your level of study (bachelor or master's level). However, if you are studying on master's level you are welcome to apply to bachelor's level courses as well as master's level courses.

In Sweden we define the weeks of the year by number. Therefore, the period a course is being offered is defined by its first week (for example, week 3, when the course starts) and last week (for example, week 12, when the course ends).

At our university, one semester consists of two consecutive study periods. When you are selecting courses, it is important that you pay attention to which study period the courses are held in. You should avoid having all your courses in one study period and none in the other.

You should rank your courses in order of preference, but also take into account that you need to cover both study periods of the semester. We advise you to choose several back-up options, also distributed over both study periods, in case you cannot be admitted to your first choices.

Courses may be held full-time (100 percent) or part-time (25-75 percent).

A full-time course equals 1,5 credits per week, while a part-time course has a slower study pace and is held over a longer period of time. For example, a course that is held at 50 percent equals 0.75 credits per week. A part-time course should preferably be combined with another part-time course to reach a full study load for that study period.

HOW TO APPLY

Application Period:

September 15 – October 15, 2017 for the spring semester 2018

Before you start the application process you need to make sure that you have all the required documents. The documents that you must submit are the following:

- Course Selection Form with emergency contact information; [download form here](#) (it is in this form that you specify which courses you want to apply to)
- An official transcript of your university records in English and in the original language
- [English Proficiency Certificate](#)
- A scanned copy of your passport (for EU citizens it is sufficient with an identity card that clearly states your citizenship)

If you are applying for courses on master's level you also have to submit:

- A proof of your bachelor degree, preferably a scanned copy of your official diploma. If you have not received your diploma yet, you must submit a signed certificate or other certified proof from your home university. As stated above, you must also submit an official transcript of records.
- An internationally recognized English test

Please observe that all the required documents must be in pdf format.

Apply via universityadmissions.se

Applications for exchange studies at the University of Skövde are submitted via the national Swedish university application service, www.universityadmissions.se. Since this website is used by both national and international students, it contains information that is not valid for you as an exchange student. **Therefore, please ignore the information on the website and instead follow the instructions stated below and in our *Application Guide for Universityadmissions.se* (available [here](#)).**

A brief description of the application procedure

In short, the application procedure consists of two steps. First, you need to fill out the Course Selection Form and prepare the other required documents. Second, you need to submit your application via universityadmissions.se. In the following section we will give you a brief description of these two steps. However, in order to perform the second step, submitting your application via universityadmissions.se, you should follow the more detailed instructions given in our *Application Guide for Universityadmissions.se*.

Step 1: Course Selection Form and required documents

1. Go to [our website](#) and open the Course Application Form
2. Fill out the Course Selection Form
3. Save the Course Selection Form as a pdf
4. Fill out our English Proficiency Certificate and have it signed by a university official
5. Collect all the required documents and have them scanned in pdf format

Step 2: Submit the application via universityadmissions.se

1. Go to www.universityadmissions.se
2. Create an account
3. Activate your application
4. Apply to the course “**Exchange Studies at University of Skövde**“
5. Verify and confirm the selected course (“Exchange Studies at University of Skövde”)
6. Upload the Course Selection Form and the other required documents
7. Write down the application number that appears on the screen
8. Send an e-mail with your name and application number to exchangestudent@his.se to let us know that your application is ready

The Course Selection Form and the other documents should be submitted no later than October 15. Incomplete applications will not be processed.

Your application will not be considered unless the transcripts from your university has been translated to English. We will accept verifications that are signed by an official of the university and stamped with the university seal. All translations must be accompanied by a verified copy of the original.

Admission results

The result of your application will be notified online at universityadmissions.se. You will receive an e-mail when the result has been published. Please observe that you will not receive a letter of acceptance via e-mail. You will find your notification of selections results by logging in to your account at the universityadmissions.se website. If you need a printed copy for residence permit applications or other situations, you can print out the notification of selections results from this website and use it as a proof of admission.

You can expect to receive a notification of your admission results by the end of November. If you have not been admitted to courses worth 30 credits at this time, a new and complete notification will be published later (in the middle of December at the latest). When we are processing the applications we will prioritize students from outside of Europe, since they must have time to apply for residence permits. Students from non-European countries can therefore expect to receive a complete notification of selection results, including admission to all their courses, by the end of November.

Accommodation

If you need help to find a place to stay you should fill out the [Online Accommodation Application](#). You can apply for accommodation before you have received your notification of selection results. Please read through the terms of rent and payment, and then submit the application **no later than November 15, 2017**. We are not able to arrange accommodation for families, and pets are not allowed in our accommodation areas.

Learning Agreement

The courses stated in the Learning Agreement must conform to the courses that you have been admitted to at our university. Otherwise we will not be able to sign the Learning Agreement, or we will need to make changes to the original Learning Agreement. The signing of the Learning Agreement before your arrival to Skövde will be handled by Kristin Berglund at the Admissions Office.

OTHER INFORMATION

The university will have an Introduction Programme for international students that we expect you to attend. The Introduction Programme takes place one week before the official start of the semester. The exact dates will later be available on this page: [Newly Admitted](#)

If you have questions concerning courses and student mobility, please contact our student counsellors: studycounselling@his.se

We recommend that you visit <http://www.his.se/admitted/>, where you can find valuable information that you need before and during your time at the University of Skövde.

For further information please visit our website <http://www.his.se/english/>. If you decide to withdraw your application for exchange studies, it is important that you let us know by sending an e-mail to the Admissions Office **and** the Accommodation Office.

CONTACT INFORMATION

**Incoming/Outgoing students
(Student Counselling)**

Frida Lindgren
International Coordinator
frida.lindgren@his.se
Tel: +46 500 448183

Accommodation

Elin Tomasdottir
Student Accommodation Coordinator
bostadsformedling@his.se
Tel: +46 500 448600

**Incoming Students
(Admission)**

Kristin Berglund
Admissions Officer
exchangestudent@his.se
Tel: +46 500 448172

We are looking forward to receiving your application!



YOU CREATE REALITY