



FACT SHEET



UNIVERSITY
OF SKÖVDE

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Contact Information

University of Skövde
Erasmus Code: S SKOVDE01

International Office

University of Skövde
International Office
Academic Affairs and Student Support
P.O. Box 408, 541 28 Skövde, Sweden
Tel: +46 500 448000
Fax: +46 500 448099
E-mail: international@his.se

Head of International Office

Kassie Sundin
international@his.se
Tel: +46 500 448905

International Coordinators

Andrea Diao Jonsson
International student recruitment, scholarship programmes for tuition-fee paying students, study abroad programme
andrea.diao.jonsson@his.se, international@his.se
Tel: +46 500 448027

Sanna Larsson
Erasmus+ Agreements and Staff Exchange, Nordplus
sanna.larsson@his.se, international@his.se
Tel: +46 500 448065

Frida Lindgren
Coordinator for incoming and outgoing exchange students and for the Introduction Programme for international students
frida.lindgren@his.se, international@his.se
Tel: +46 500 448183

Incoming Students (Admission)

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

Academic Calendar	
<u>AUTUMN SEMESTER 2018</u> September 3, 2018 – January 20, 2019	<u>SPRING SEMESTER 2019</u> January 21, 2019 – June 9, 2019

Further information is available on the University's website www.his.se/academiccalendar. The Introduction Programme takes place **one week before the start of the official semester**. The exact dates for the Introduction Programme will later be published on this page: [Newly Admitted](#)

Course information

Languages of Instruction

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

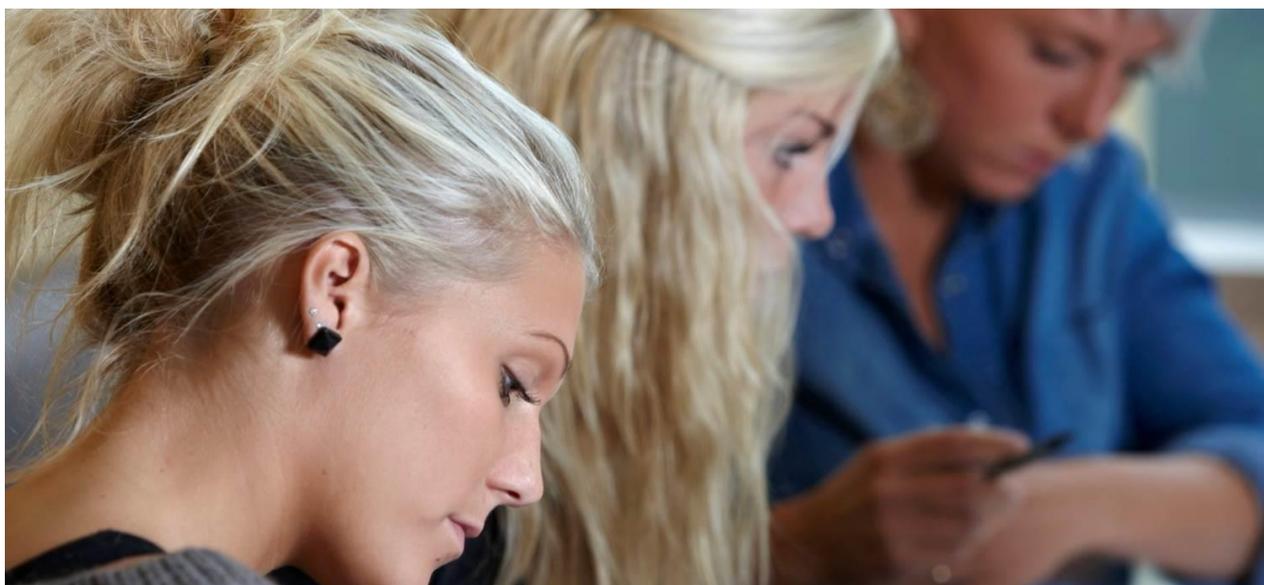
Available Courses for Exchange Students in English

Our University offers about 100 courses in English in different fields of study for your students.

- 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

A list of the courses that we offer our exchange students in the autumn semester 2018 is available on [our website](#). The course list for the spring semester 2019 will be published on our website later in 2018 (no later than September).

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



Requirements for Admission – Exchange Students

Prerequisites for courses

We advise the students to read the application instructions before filling out the Course Selection Form. You and your students must carefully check the prerequisites for each course. The prerequisites for each course are listed on the course description page. Your students should only apply to courses that they fulfil the specific academic requirements for. In some cases, we might ask your students to demonstrate that they meet the prerequisites by submitting syllabuses (course plans) from courses they have previously studied.

Courses on master's level

Most courses on master's level require that the student has been awarded a bachelor's degree (equivalent to a Swedish kandidatexamen). Please observe that in Sweden there are national guidelines for how to assess academic qualifications from different countries. Based on these guidelines, our university will make an evaluation of the academic qualifications and let the student know if he/she can be accepted. Please make sure that the student submits a copy of the degree certificate and an official transcript of records.

Language Proficiency

For bachelor/undergraduate level

The sending university is responsible for ensuring that the students are sufficiently fluent in English. Your university must be able to confirm that the nominated students have the minimum recommended level (B2) according to the [Common European Framework of Reference for Languages \(CEFR\)](#) by signing our English Proficiency Certificate. This certificate is available on [our website](#).

If a student turns out to have insufficient knowledge in the English language, and this prevents him or her from actively participating in the courses, we cannot be bound to the Learning Agreement. In such a case, we cannot guarantee to offer the student courses representing a full study load.

For master/graduate level

Students applying to master's level courses must demonstrate their English abilities by submitting an internationally recognized English test. Please observe that a statement by your university or a coordinator language test will **not** be sufficient.

Accepted tests and minimum results required:

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		

Students who have taken university courses given in English may be exempt from submitting a formal test. Please look at the [list of exemptions](#) for more information.

Course selection – Exchange Students

Exchange students must be admitted to at least 30 credits, which equals one semester of full-time studies. Your students are free to select 30 credits from courses in all our subject fields, given that they fulfil the entry requirements. They may add extra language courses as follows: 15 credits in English language courses + 18 credits in Swedish language courses.

The maximum amount of credits (ECTS) an exchange student can be admitted to in one semester is thus: 30 ECTS in all our subject areas + 15 ECTS in English language courses + 18 ECTS in Swedish language courses.

More information about how to choose courses will be sent to the nominated students.

Application Procedure – Exchange Students

Nomination Deadlines for Exchange Students

March 10 for the **following autumn semester / full academic year**

September 10 for the **following spring semester**

Nominations for exchange studies in the autumn semester 2018 should be emailed to exchangestudent@his.se. We will only process applications from students who have been formally nominated. After we have accepted your nomination, we will contact the students and send them more detailed information about the application procedures.

Application Period for Exchange Students

March 15 – April 15 for the **following autumn semester / full academic year**

September 15- October 15 for the **following spring semester**

How to apply

Since 2016, the University of Skövde has a new application process for exchange students. Applications are no longer accepted via e-mail, but must be submitted via www.universityadmissions.se, the national Swedish university application system. We will contact all nominated students and inform them about our application process. In short, the new application process consists of the following two steps:

Application Step 1

1. Course Selection Form

The student fills out the Course Selection Form that is available on [our website](#).

When selecting courses, the following should be considered:

- The students must choose courses from our list of courses available in autumn 2018
- They should only apply to courses where they fulfil the academic requirements
- The courses the student chooses should correspond to their level of study (bachelor or master's level). However, students at master's level are welcome to apply to courses at bachelor's level
- The student should select courses representing at least 30 ECTS, and make sure to choose courses that cover the entire semester (and not, for example, just the first half of the semester)
- The course selection should be ranked in order of preference
- It is a good idea to choose several back-up options, also distributed over the entire semester, in case the students cannot be admitted to their first choices

After filling out the Course Selection Form, the student must download the document.

2. Prepare supporting documentation

The student must prepare the supporting documents that will be needed, such as an official transcript of records in both English and the original language, copy of a valid passport, [English Proficiency Certificate](#) etc. For master level students, a copy of the bachelor degree diploma will also be required. The documents must be scanned in pdf format. Incomplete applications will not be processed.

Application Step 2

All applications for exchange studies must be submitted via www.universityadmissions.se. Nominated students will receive specific instructions on how to create an account on this website, how to submit their application and how to upload the documents.

Please be aware that www.universityadmissions.se is for all students (national and international) applying to all Swedish universities. This means that it contains information that is not valid for exchange students. For this reason, it is very important that your students follow the step-by-step instructions given in our guides [Application Procedures for Exchange Students](#) and [Application Guide for Universityadmissions.se](#) .

In short, the application process via www.universityadmissions.se consists of these steps:

1. Create an account
2. Activate the application
3. Apply to the course “Exchange Studies at University of Skövde”
4. Upload the Course Selection Form and the other required documents
5. The application number that appears in the students account should be written down
6. Send an e-mail with the students name and application number to exchangestudent@his.se in order to notify us that the application is ready

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

Required documents

The documents that the student must submit are:

1. The Course Selection Form
2. An official transcript of university records in English
3. An official transcript of university records in the original language
4. The English Proficiency Certificate
5. A copy of a valid passport or national identity card, clearly stating the citizenship. For non-EU students a copy of the passport is required
6. A passport photo

Students applying for **master’s level courses** must also submit:

7. A copy of the bachelor’s degree certificate (diploma) accompanied by an updated official transcript of records in English and in the original language
8. An internationally recognized English test (TOEFL, IELTS, Cambridge etc)

Please note that the documents that the students submit with their application must be scanned in PDF-format. We would also like to remind you that a student’s application will not be considered unless the transcripts from your university have been translated to English. We will accept verifications that are signed by a university official and stamped with the university seal. All translations must be accompanied by a verified copy of the original.

Application Procedure for Study-Abroad Students

Students nominated under the Study-Abroad Programme (that is, fee-paying students) should follow the deadlines and application procedure described in Annex 1 of the Study-Abroad Programme agreement.

Admission results

Admissions results (“Notification of Selection Results”) will be notified online at universityadmissions.se. It may take from six to eight weeks to process an application. We will notify when the application has been processed. The student can then find the Notification of Selection Results by logging in to his or her account at the universityadmissions.se website. Please observe that we will **not** send formal admission letters via e-mail. If a printed copy of the admission result is needed for residence permit applications or other situations, the student can print the Notification of Selection Results from this website and use it as proof of admission.

We will prioritize the applications from students from outside Europe, since they need to apply for residence permits in time. Non-European students can expect to receive their admission results by the end of May, and European students by the middle of June.

Learning agreement

The study programme stated in the Learning Agreement must conform to the courses that the student actually is 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 study plan. We suggest that you send the Learning Agreement to us when the final admission result has been published. The signing of the Learning Agreement will be handled by the Admissions Office (exchangestudent@his.se).

Academic Information

Exam Sessions

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

Course Registration

Course registration is normally done during the Introduction Programme.

Exam Sign-Up

Students must sign up in advance if they want to take an examination or if they are retaking an exam. They can sign up for examinations via our [web site](#). The students must sign up no later than one week before the day of the exam. To be able to sign up for an examination they need Internet access and a student user account at the University of Skövde.

Distance Examination

Since we expect the students to take part of the Introduction Programme, the University of Skövde offers exchange students the possibility to take exams at the University of Skövde instead of the home institution during the first three weeks of the semester. Contact distanceexam@his.se for more information.

For Partners with Double-Degree collaboration with the University of Skövde

Students from partner universities that have a Double-Degree collaboration with our university, and who wish to apply for a degree from the University of Skövde after they have completed their studies in Skövde (including a bachelor project) might be asked to submit syllabuses and transcripts of completed courses and grades. University records should be submitted in English and in the original language. All translations must be officially certified and accompanied by a verified copy of the original.

Transcript and Other Documents after Completed Studies

A transcript, course certificate and a description of our grading system will automatically be sent to the students. For more information please go to our [web page for transcripts](#).

Grading System

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

You will find more information about our [credits and grades](#) on our web site.

Practical Information for Incoming Students

Accommodation Information

Students who need help to find a place to stay should fill out the [online accommodation application](#). Applications for accommodation should be submitted when the students submit their course application form. The students can apply for accommodation before they receive their admission results. Please make sure that your students read through the terms of rent and payment before submitting the application **no later than June 1, 2018**. Due to the nature of living conditions in the student housing and limitations with our landlords it is not possible to bring family members or pets during the exchange studies. Students who want to bring their families will have to arrange the accommodation by themselves. You find more information here <http://www.his.se/en/Prospective-student/Exchange-student/Accommodation/>

Student Accommodation Coordinator

Elin Tomasdottir; bostadsformedling@his.se
Tel: +46 500 448600

Arrival / Pick-Up Service

Exchange students are expected to arrive to Skövde during certain “arrival days”, normally a week before the semester starts. A pick-up service will be provided during specific arrival dates and hours. The students will be picked up at the train station in Skövde and transported to their accommodation. If the students arrive on other days they must arrange the transportation on their own. The students will be asked to fill out an arrival form with arrival details, in order to prepare the student’s accommodation keys. Information will be sent to the students after they have been admitted to studies at our University. For more information, please visit: <http://www.his.se/admitted>

Late arrival

If a student cannot arrive in time for the Introduction Programme, please make sure to notify us by emailing exchangestudent@his.se.



Introduction Programme for International Students

The Introduction Programme for international students takes place the week before the beginning of each semester. During the programme the students will get to know the University, the Student Union, the city of Skövde and its surroundings. They will receive information about the registration procedure, course schedules, computer access, security cards and much more. A special social programme will also be arranged. More information about the Introduction Programme can be found at <http://www.his.se/admitted/>

Guide for International Incoming Students

More practical information about the student life in Skövde is given in our [Student Guide](#).

Student Support and Services

We offer exchange students different supporting services:

- [Student Affairs Office](#)
- [Student and career counselling](#)
- [Student Health Service](#)
- [Special support for students with disabilities](#)
- [Study Support Centre](#)
- [Student Chaplain's Office](#)
- [IT service](#)

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Instagram: uniofskovde

Twitter: uniofskovde

Welcome to the University of Skövde!



YOU CREATE REALITY