



# 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](mailto:international@his.se)

## **Head of International Office**

**Kassie Sundin**  
[international@his.se](mailto: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](mailto:andrea.diao.jonsson@his.se), [international@his.se](mailto:international@his.se)  
Tel: +46 500 448027

**Sanna Larsson**  
Erasmus+ Agreements and Staff Exchange, Nordplus  
[sanna.larsson@his.se](mailto:sanna.larsson@his.se), [international@his.se](mailto:international@his.se)  
Tel: +46 500 448065

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

**Frida Lindgren**  
Student Counsellor  
[international@his.se](mailto:international@his.se)  
Tel: +46 500 448183

## **Incoming Students (Admission)**

**Kristin Berglund**  
Admission Officer  
[exchangestudent@his.se](mailto:exchangestudent@his.se)  
Tel: +46 500 448172

<b>Academic Calendar</b>	
<b><u>SPRING SEMESTER 2018</u></b> January 15, 2018 – June 3, 2018	<b><u>AUTUMN SEMESTER 2018</u></b> September 3, 2018 – January 20, 2019

Further information is available on the University's website [www.his.se/academiccalendar](http://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

The list of courses available during the spring semester 2018 has not been published yet. To get an idea of what kind of courses that will be available, please look at the [list of courses that we offered in spring 2017](#) .

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

For most master's level courses the student must have been awarded a bachelor's degree (equivalent to a Swedish kandidatexamen). Please observe that in Sweden there are special instructions on how to assess academic qualifications from different countries. Our university will make an evaluation of the academic qualifications and then notify the student 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 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 30 credits, which is equivalent to 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 / academic year**

***September 10*** for the **following spring semester**

Nominations of students who are interested in studying at the University of Skövde in spring semester 2018 should be emailed to [exchangestudent@his.se](mailto:exchangestudent@his.se). We will only process applications from students who have been formally nominated. After your nomination, we will contact your 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 / academic year**

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

### **How to apply**

As you might remember, the University of Skövde has a new application procedure for exchange students since 2016. Applications are no longer accepted via e-mail, but must be submitted via [www.universityadmissions.se](http://www.universityadmissions.se), the national Swedish university application system. We will contact all nominated students and inform them about this 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 spring 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

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

### Application Step 2

All applications for exchange studies must be submitted via [www.universityadmissions.se](http://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 required documents.

Please be aware that [www.universityadmissions.se](http://www.universityadmissions.se) is for all students (national and international) applying to all Swedish universities, and 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 guide [Application Procedures for Exchange Students](#).

The application process via [www.universityadmissions.se](http://www.universityadmissions.se) in short 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 supporting 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](mailto: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 October 15. **Incomplete applications will not be processed.**

### **Required documents**

The required documents that the student needs to 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)

*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 – Study-Abroad Students**

Please note that students nominated under the Study-Abroad Programme (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](http://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](http://universityadmissions.se) website. If a printed copy is needed for residence permit applications and for other situations, the student can print the Notification of Selection Results from this website and use it as proof of admission.

When we process the applications, we will prioritize students from outside Europe who must apply for residence permits in time. European students will receive the Notification of Selection Results by mid-December; non-European students by the end of November.

## **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.

# **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 after the students have arrived to our university, during the Introduction Programme.

## **Exam Sign-Up**

The students must always sign up in advance if they want to take an examination or if they are retaking an exam. Examination sign up is made on our [web site](#). The students must sign up at the latest 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 in the Introduction Programme, the University of Skövde offers your students the possibility to take exams at the University of Skövde instead of at the home institution during the first three weeks of the semester. Contact [distanceexam@his.se](mailto: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 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 November 15, 2017**. If the students plan to bring their families to Skövde, they have to contact the Student Accommodation Office **before October 1, 2017**. You find more information here <http://www.his.se/en/Prospective-student/Exchange-student/Accommodation/>

## Student Accommodation Coordinator

Elin Tomasdottir

[bostadsformedling@his.se](mailto:bostadsformedling@his.se)

Tel: +46 500 448600

## Arrival / Pick-Up Service

Exchange students are expected to arrive in Skövde during certain “arrival days”, normally a week before the semester starts. A pick-up service will be provided during limited 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 [international@his.se](mailto:international@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 the 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](#)

## Follow us!

**Website:** <http://www.his.se/english/>

**Facebook:** <https://www.facebook.com/universityofskovde>

**Instagram:** @UniofSkovde

**Twitter:** @UniofSkovde

**Welcome to the University of Skövde!**



YOU CREATE REALITY