Application

Requirements
Most courses in English are offered from the third year onwards. Thus, all students nominated for exchange should have studied a minimum of 1.5 years/90 ECTS at the university level before the exchange semester, including at least 1 year/60 ECTS of studies in business administration. For studies fully on the graduate level, students should have completed at least 3 years/180 ECTS of study, majoring in business administration or a similar field.

Fall semester students with less experience may also enroll in Business Administration I. Undergraduate students who have completed at least 2.5 years/150 ECTS, including at least 1.5 years/90 ECTS of studies in business administration, are often eligible for graduate level courses.

Nomination Deadline
Autumn Semester – May 1, 2013
Spring Semester – October 1, 2013

Please send complete academic transcripts along with student nominations.

Nominated students should also send the following:
1) Motivation Letter (non-EU students)
2) Proof of English language proficiency (if applicable; see below for requirements)

Students will then receive the following from the international coordinator:
1) Instructions for filling in our online application form
2) An official Letter of Acceptance
3) A course list and course application form

Contact
Stockholm University
School of Business
Roslagsvägen 101, Kräftriket
Building 3, 15
SE-106 91 Stockholm
Sweden

Erasmus code: S STOCKHO 01
Tel: +46 8 16 26 00
Fax: +46 8 674 74 40
www.fek.su.se/en/Education/Exchange-students/

International Coordinator
Ms. Viola Lind
Tel: +46 8 16 47 99
E-mail: vl@fek.su.se

Director of International Affairs
Mrs. Natalie Nielsen
Tel: +46 8 16 21 81
E-mail: nan@fek.su.se

Academic Advisor
Ms. Louise Faymonville
Tel: +46 8 16 26 73
E-mail: loh@fek.su.se
Other requirements

Language requirements
Language of instruction: English; courses given in Swedish are available to Swedish-speaking students. No proof of Swedish ability is necessary.

Nominated students are expected to be highly proficient in English (spoken and written) in order to have a successful learning experience.

Our English language entry requirements for non-EU, non-native speaker exchange students are:
TOEFL-paper: 550
TOEFL-computer: 213
TOEFL-internet: 80 (Writing: 20, Speaking: 20, Reading: 20 and Listening: 20)
IELTS: 6.5 or higher (no subtest less than 6.0 in the Academic Module).

Visa requirements
A visa and/or residence permit is required for students from outside the EU/EEA/Switzerland and should be applied for as soon as possible after receiving the letter of acceptance. Please find country-specific information on how and where to apply from the closest embassy or consulate (see www.swedenabroad.com for a directory). Also see the guidelines given on the Migration Board’s website, www.migrationsverket.se/info/151_en.html.

Expenses and Accommodation

Tuition fees
Tuition fees are waived for exchange students.

Health/Travel insurance
All students in Sweden are covered by the Swedish state’s personal injury insurance during school hours as well as while traveling to and from the university.

All foreign students are covered by Kammkollegiet’s Student IN insurance 24 hours a day during their time in Sweden. The insurance policy can be found online here: www.kammkollegiet.se/files/forsakringar_riskhantering/IN_Engelska_1102.pdf

Accommodation
Application for accommodation must be indicated in the online application. There is no separate housing application. Rent, either 15,500 (room) or 19,500 (studio apartment) SEK for the semester, is paid in two installments. Heating and electricity are included in the rent. Further information about university accommodation services, as well as information on finding housing individually, is available at: http://www.su.se/english/study/exchange-students/housing

Estimated monthly living expenses (SEK)
Rent: 3,500
Food: 2,000
Transportation: 560
Miscellaneous: 2,000

Total: 8,060 SEK (Roughly 9 SEK=1 EUR)
This is an estimate and can vary greatly.
Academics

Course catalogue
www.fek.su.se/en/Courses/

Students will be contacted with a finalized list of courses offered, along with a course registration form, at the end of the semester preceding their semester at the School of Business (roughly May for fall semester and November for spring semester).

Students are only able to choose courses that are offered by Stockholm University School of Business. It is generally not possible to choose courses from other departments at Stockholm University, unless specifically indicated on the course list.

After returning the course application form, students will be pre-registered for courses and will find out which courses they have been registered for at the orientation meeting before each semester.

Students may add/drop courses a maximum of two additional times during the semester.

Academic prerequisites
Students should note the prerequisites for the course(s) selected. If the prerequisites for a course are not met, students will not be registered for that course.

Full-time workload
Full-time studies are comprised of four 7.5 ECTS courses, totaling 30 ECTS, per semester. Students are expected to take one 7.5 ECTS course per period, or two at a time throughout periods 3 and 4. There are four periods in one semester.

Autumn Semester Exams
Please note that the autumn semester lasts until the middle of January. It is therefore important for students to plan accordingly in order to be able to attend their courses until the very end of the semester, as early exams are generally not possible. There is also no official break period during the winter holidays, so students must check their class schedules for conflicts before planning travel for that period.

Class attendance
Students are expected to attend all lectures and seminars. For some courses, attendance is compulsory. Failure to attend mandatory seminars can result in a failing grade for the course.

Transcripts
Two copies of students’ official transcripts will be sent to the international office of the home university after the end of the semester. Transcripts will be sent automatically, and students do not need to request them. Note that only courses in which a passing grade was achieved will appear on transcripts.

Grading system
Approximate percentage achieved Swedish grading system ECTS grade:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>Pass with Distinction (VG)</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>Pass with Distinction (VG)</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>Pass (G)</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>Pass (G)</td>
<td>D</td>
</tr>
<tr>
<td>50-59%</td>
<td>Pass (G)</td>
<td>E</td>
</tr>
<tr>
<td>49% and below</td>
<td>Fail (F)</td>
<td>F</td>
</tr>
</tbody>
</table>

Please note that Stockholm University School of Business will only issue grades to its exchange students in accordance with the ECTS grading system; that is, A, B, C, D, E or F.

Senior Buddy Program
The School of Business Student Association organises a buddy program for exchange students called the Senior Buddy Program (SBP). Through SBP, incoming exchange students receive a Swedish buddy and participate in activities such as an introduction meeting in connection with Orientation Days, a tour of the School of Business campus, a crayfish party, a cruise in the archipelago, and more.

Swedish Language Courses
Credit-bearing Swedish language courses at different levels are offered by the Department of Scandinavian Languages to all incoming exchange students. More information about registering for Swedish courses will be given after students send in their registration forms. Information about the different Swedish courses available can be found at www.nordiska.su.se/pub/jsp/polopoly.jsp?d=9441.
Academic Calendar 2013-2014

**Semester Dates**
Study Periods: one semester = 20 weeks made up of four five-week periods

**Autumn Semester**

- Period 1: September 2 – October 4
- Period 2: October 7 – November 8
- Period 3: November 11 – December 13
- Period 4: December 16 – January 18

**Spring Semester**
January 20, 2014 - June 8, 2014

- Period 1: January 20 – February 21
- Period 2: February 24 – March 28
- Period 3: March 31 – May 2
- Period 4: May 5 – June 8

**Public Holidays**
November 2, 2013: All Saints’ Day
December 25, 2013: Christmas Day
December 26, 2013: Boxing Day
January 1, 2014: New Year’s Day
January 6, 2014: Epiphany
April 18, 2014: Good Friday
April 20, 2014: Easter Sunday
April 21, 2014: Easter Monday
May 1, 2014: International Workers’ Day
May 29, 2014: Ascension Day
June 6, 2014: Swedish National Day
June 21, 2014: Midsummer Day

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**Student services**
Stockholm University International Office, [www.su.se/english/study/exchange-students](http://www.su.se/english/study/exchange-students)
Student Health Care Centre, [www.su.se/english/study/current-students/student-health-service](http://www.su.se/english/study/current-students/student-health-service)
University Library, [www.sub.su.se/home.aspx](http://www.sub.su.se/home.aspx)
Sports facilities, [www.ssif.su.se/index_e.asp](http://www.ssif.su.se/index_e.asp)
School of Business Student Association, [www.fest.se/10/?page_id=394](http://www.fest.se/10/?page_id=394)

Orientation days for all incoming Stockholm University exchange students are held by the central Stockholm University international office. For more information, please see [www.su.se/english/study/exchange-students/orientation-days](http://www.su.se/english/study/exchange-students/orientation-days).

The School of Business also holds a separate orientation meeting for departmental exchange students.