

# Stockholm University School of Business

## 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

**School of Business**

# Fact sheet

## International Exchange 2013-2014

### Contact

Stockholm University  
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[www.fek.su.se/en/Education/Exchange-students/](http://www.fek.su.se/en/Education/Exchange-students/)

### International Coordinator

Ms. Viola Lind

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### Director of International Affairs

Mrs. Natalie Nielsen

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### Academic Advisor

Ms. Louise Faymonville

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Stockholm  
University

## 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.sweden-abroad.com](http://www.sweden-abroad.com) for a directory). Also see the guidelines given on the Migration Board's website, [www.migrationsverket.se/info/151\\_en.html](http://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 Kammarkollegiet's Student IN insurance 24 hours a day during their time in Sweden. The insurance policy can be found online here:

[www.kammarkollegiet.se/files/forsakringar\\_riskhantering/IN\\_Engelska\\_1102.pdf](http://www.kammarkollegiet.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/](http://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:

90-100%	Pass with Distinction (VG)	A
80-89%	Pass with Distinction (VG)	B
70-79%	Pass (G)	C
60-69%	Pass (G)	D
50-59%	Pass (G)	E
49% and below	Fail (F)	F

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](http://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

September 2, 2013 – January 19, 2014

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

## 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.

