



# 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**

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Tel: +46 500 448905

## **International Coordinators**

**Andrea Diao Jonsson**  
International student recruitment, scholarship programmes for tuition-fee paying students, study abroad programme

[international@his.se](mailto:international@his.se)  
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### **Sanna Larsson**

Erasmus+ Agreements and Staff Exchange, Nordplus  
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**Frida Lindgren** (Leave of Absence until April 2020)

Coordinator for incoming and outgoing exchange students and for the Introduction Programme for international students

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**Erika Eriksson Hjelm**

Substitute for Frida Lindgren

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**Incoming Students  
(Admission)**

**Maria Brännstam**

Admission Officer

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

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**Kristin Berglund**

Admission Officer

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<b>Academic Calendar</b>	
<b><u>AUTUMN SEMESTER 2019</u></b> September 2, 2019 – January 19, 2020	<b><u>SPRING SEMESTER 2020</u></b> January 20, 2020 – June 7, 2020

Further information is available on the University's website:

[www.his.se/en/Student/Practical-information/Academic-calendar/](http://www.his.se/en/Student/Practical-information/Academic-calendar/)

The Introduction Programme will take place during the **week before the start of the official semester**. The exact dates for the Introduction Programme will later be published on this page: [Newlyadmitted/](#)

## Course information

### Languages of Instruction

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

### Available Courses for Exchange Students in English

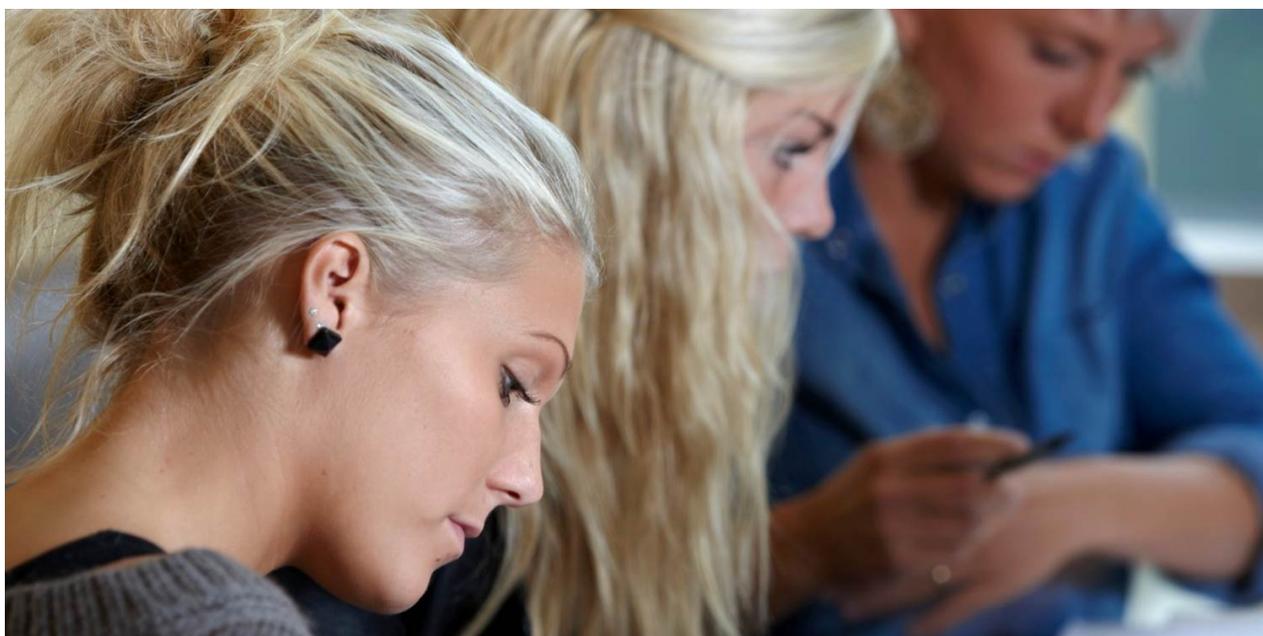
Our University offers about 100 courses in English in different fields of study for your students.

- Engineering (Industrial Engineering, Mechanical Engineering, Product Design)
- Natural Sciences (Bioinformatics, Biomedicine, Molecular Biology)
- System Biology
- Business Administration
- Computer Science (Informatics, Information Systems Development)
- Computer Game Development
- Media Arts, Aesthetics and Narration
- Nursing
- Philosophy and Cognitive Neuroscience
- English language
- Swedish language

A list of the courses that will be available for our exchange students during the autumn semester 2019 can be found on our website:

<http://utbildning.his.se/qb55/coursesinenglish/default.asp?termin=20192>

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



# Requirements for Admission – Exchange Students

## Prerequisites for courses

We advise the students to read our instructions before they submit their applications. You and your students must carefully check the prerequisites for each course. The prerequisites 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 of our master's level courses 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. These guidelines will be used to evaluate your student's qualifications and eligibility to specific courses. 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 studies*

The sending university is responsible for ensuring that nominated students are sufficiently fluent in English. Your university must be able to confirm that they meet 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 that we will be able to offer the student courses representing a full study load.

### *For master/graduate level studies*

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 of the course. 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 credits in all our subject areas + 15 credits in English language courses + 18 credits 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 2019 should be emailed to [exchangestudent@his.se](mailto: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**

Students nominated for exchange studies submit their applications via [www.universityadmissions.se](http://www.universityadmissions.se), the national Swedish university application system.

### **When selecting courses, please consider the following:**

- The students must choose courses from our list of courses available in autumn 2019
- 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

### **Prepare supporting documentation**

The student must prepare the required supporting documents, such as an official transcript of records in both English and the original language, a 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.

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 documents. If you want to help your students submitting their applications, we refer you to these instructions.

Please be aware that [www.universityadmissions.se](http://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](#).

The required documents should be submitted no later than April 15. **Incomplete applications will not be processed.**

### **Required documents**

The student must submit the following documents:

1. An official transcript of university records in English
2. An official transcript of university records in the original language
3. The English Proficiency Certificate
4. 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
5. A passport photo

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

6. A copy of the bachelor's degree certificate (diploma) accompanied by an updated official transcript of records in English and in the original language
7. 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](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. 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 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](mailto: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. Please 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](#). 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 accommodation application **no later than June 1**. 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 Tomasdotir; [bostadsformedling@his.se](mailto:bostadsformedling@his.se)

Tel: +46 500 448600

## Arrival / Pick-Up Service

Exchange students are expected to arrive to Skövde during certain “arrival days”, normally the 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](mailto: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](#)

## Follow us!

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

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

**Instagram:** uniofskovde

**Twitter:** uniofskovde

**Welcome to the University of Skövde!**

