



UNIVERSITY OF GOTHENBURG
SCHOOL OF BUSINESS, ECONOMICS AND LAW

Information for Exchange Students

Autumn Semester 2020



International Office

The International Office is responsible for establishing and maintaining relationships with partner universities and schools, including coordinating and implementing negotiations to establish formal exchange agreements and ensuring a smooth process for receiving and sending students and faculty on exchange programs. Every year the International Office organizes and administers international exchanges of approximately 600 students at the undergraduate and graduate levels.

Contacts

Website: www.handels.gu.se/international
E-mail address: exchange@handels.gu.se
Telephone: +46 31 786 4493/4494
Mailing Address: Box 602, SE 405 30 Gothenburg, Sweden
Visiting Address: Vasagatan 1, D6, Gothenburg
Opening Hours: Monday – Thursday 10:00 am -12:30 pm

Deadlines and Important Dates

Autumn Semester: 31 August 2020 – 17 January 2021

Spring Semester: 18 January 2021– 06 June 2021

Online Application Period	1 April - 15 May
Application Deadline	15 May
Course Selection Period	1 – 8 June
Arrival Day with Pick-up Service	22 & 24 August
Welcome Program (hosted by the University of Gothenburg)	26 & 27 August
Mandatory Orientation Session (hosted by the School of Business, Economics and Law) and Welcome Reception	28 August
Classes Start	31 August
Last Day for Course Change for Autumn 1 – 2 (31 August - 2 November)	31 August
Last Day for Change Courses for Autumn 3 – 4 (3 November - 17 January)	30 October

Academic Online Application and Course Selection

The application process at the School of Business, Economics and Law consists of three steps. All three steps have to be completed in time in order for you to be admitted as an exchange student. For detailed instructions, please refer to the document titled "Instructions for Completing the Online Application at the School of Business, Economics and Law"

Online Application (April 1 – May 15)

All incoming students must apply online by completing the [Online Application Form](#)

Student Housing

The Welcome Services at the University of Gothenburg offers student rooms and apartments to exchange students within the Erasmus and Linnaeus Palme programmes, as well as to exchange students within the framework of a bilateral agreement. In the online application, under "Data Concerning your Exchange Study", please choose "yes" if you would like to apply for student housing. You will be automatically contacted by the Student Housing Office in due time. Please find more information [here](#).

Course Selection (June 1 – 8)

To be able to select courses you must have completed your online application. A current course list will be available by early April and instructions on how to register for courses will be sent by email by the end of May.

Letter of Acceptance

Once you have completed your online application, an official Letter of Acceptance will be issued. This will be sent to your email address together with a Certificate of Insurance no later than the end of May. Students needing to apply for a student visa will be prioritised.

Mandatory Orientation Session at the School

During the mandatory Orientation Session (see *Deadlines and Important Dates*) you will meet the representatives from the International Office, the Student Association and others from the School. You will be provided with the necessary information regarding your exchange study term(s), as well as details about your course registration and information about access to your student account, the university libraries and other services.

Courses and Academic Information

The School offers around 100 courses in English to exchange students. Most of the courses are either electives or specialisation courses at advanced level. All courses are modular and may vary with regard to length and credits. Courses may be offered on a full-time or on a part-time basis. Students are however cautioned that some courses have limited number of places available. Exchange students who wish to take courses where the language of instruction is Swedish can contact the International Office upon arrival. Please note that there is no guarantee that exchange students will be permitted to take courses in Swedish.

Mode of Instruction

The mode of instruction may vary from large-scale lectures to individual tutorials, including lab sessions, seminars to smaller group projects. It should be noted that Swedish students are given a great deal of freedom regarding the disposition of their time. The emphasis on independent study therefore implies a degree of personal responsibility for the student to organise and plan his/her individual work, and in the case of group projects, a sense of accountability to fellow students.

Subject Areas at the School of Economics, Business and Law

- ❖ Accountancy/Management Control
- ❖ Economic History
- ❖ Economic Geography
- ❖ Economics
- ❖ Finance/Financial Economics
- ❖ Human Geography
- ❖ Industrial and Financial Management
- ❖ Law
- ❖ Logistics and Transport Economics
- ❖ Management
- ❖ Marketing

Credits and Grades

The credit concept is based on the principles used in the ECTS (European Credit Transfer System) and takes into account the total activity of the student in lectures, laboratories, other classroom work, examinations and personal work. One and a half ECTS-credits represent, for the average student, a minimum of 40 hours a week spread across various activities. Full-time students normally take 30 ECTS-credits per semester.

Exams

All courses include continuous and/or final assessment of student performance. Normally the assessment is accomplished through one or more written, digital or oral examinations during or at the conclusion of a course, normally two in the middle and two at the end of each semester.

- You will need to register for each exam **no later than 10 days prior**.
- To enter the examination hall **you must present the identification used to enter Sweden**, such as a passport or an official national ID card (issued by EU/Schengen member countries).
- Please also note that a digital exam – like any written exam – is to be taken in the exam rooms here on our campus. It is not a home exam.

Certificate and Transcript of Student Records

Upon completion of the exchange, the International Office will issue a Certificate of Attendance and a Transcript of Records listing all passed courses, credits earned, and course grades obtained. Both documents will be sent to the student's home institution.

Accommodation

Student housing services at the University of Gothenburg offer a limited number of student rooms and apartments to exchange students within the Erasmus and Linnaeus Palme programs, as well as to exchange students within the framework of a bilateral agreement. For more information and instruction on how to apply for accommodation, visit our [website](#).

The University of Gothenburg are members of **Housing Anywhere**, a student-to-student platform where students going abroad for an exchange semester can sublet their rooms at home and incoming exchange students can rent those rooms. Please visit the [Housing Anywhere website](#) for more information.

Private accommodation is available but limited. The School **does not provide assistance with finding private accommodation. The guide at the following link has proven helpful to students seeking private options:**

https://utbildning.gu.se/digitalAssets/1765/1765737_housing-guide_exch_2020-2021.pdf

Student Associations

INTU (<http://hhgs.se/?lang=en>) Facebook: <https://www.facebook.com/IntuGothenburg>

The School's Student Association (INTU) organises various activities for international students.

ELSA (www.elsasweden.org)

Law students who would like to know more about the local European Law Students' Association (ELSA) can contact ELSA Gothenburg.

Residence Permits and Visas

EU and EEA Citizens

Visiting students must be in possession of a valid passport, or other proof of citizenship. As an EU citizen you have the right to work, study or live in Sweden without a residence permit. You also have the right to start and operate a private business. The right of EU citizens to stay in Sweden without a residence permit is called right of residence. You have right of residence if you are employed, self-employed, a student or have sufficient means to support yourself. If you have right of residence in Sweden you do not need to contact the Swedish Migration Agency.

Swiss citizens

Swiss citizens are allowed to enter Sweden without a residence permit or visa. However, if you will be studying in Sweden for longer than three months, you need to apply for a residence permit for studies.

Non-EU and non-EEA Citizens

The visiting student must be in possession of a valid passport and a student residence permit. At the Swedish Migration Board's website you can make an online application for a student residence permit. It must be accompanied by a Letter of Acceptance from the School. You also need to contact the Swedish Embassy in your home country for further information about specific immigration rules and requirements.

Please apply for a visa/student residence permit as soon as possible since **the application process for you can take up to three months.**

Relevant links:

<https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html>

Swedish Personal ID number

If you intend to work while studying, you will need to register yourself in the Swedish population register and obtain a Swedish personal identity number. Please contact the [Swedish Tax Agency](#).

Health Insurance

The University of Gothenburg has signed an insurance covering its international exchange students (*The Swedish State's Insurance for Foreign Students in Sweden (Student IN)*). The insurance is free of charge and covers all exchange students. Full terms and conditions can be found at:

<https://www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/exchange-students-in-sweden>

Other Useful Links

Information about Gothenburg

www.goteborg.com/en/

Information about studying in Sweden

www.studyinsweden.se

The University of Gothenburg

www.gu.se/english