



Fact sheet 2013/2014

Institutional Details

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| Name of Institution | KTH , Kungliga Tekniska Högskolan Royal Institute of Technology |
| Erasmus ID Code | S STOCKHO 04 |
| Erasmus Charter | EUC-29371 |
| www Internet Address | www.kth.se |

Head of Institution

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| Name | Prof. Peter Gudmundson |
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| Fax | +46 8 24 54 35 |
| Email | rektor@kth.se |

Head of KTH International Relations Office/Erasmus Institutional Coordinator

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| Name | Ms. Åsa Carlsson |
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| Telephone | +46 8 790 (TBC) |
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| Email | asacar@kth.se |

Erasmus Coordinator

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| Name | Ms. Anna Hellberg Gustafsson |
| Address | KTH, International Relations Office Brinellvägen 8 SE-100 44 Stockholm, SWEDEN |
| Telephone | +46 8 790 6849 |
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Academic Calendar

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| Autumn term 2013 | September 2 nd , 2013 – January 18 th , 2014 |
| Spring term 2014 | January 20 th , 2014 – June 5 th , 2014 |

Arrival Days for exchange students

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| Autumn term 2013 | August 1 st , 2013 (students attending Intensive Swedish language course) |
| Spring term 2014 | January 8 th , 2014 |

Study Periods – Autumn term

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| Study period 1 | September 2 nd – October 18 th , 2013 |
| Own work | October 21 st – October 24 th , 2013 |
| Examinations | October 25 th – November 1 st , 2013 |
| Study period 2 | November 4 th – December 20 th , 2013 |
| Own work/Christmas break | December 23 rd , 2013 – January 3 rd , 2014 |
| Own work/Re-examinations | January 7 th – January 10 th , 2014 |
| Examinations | January 11 th – January 18 th , 2014 |

Study Periods – Spring term

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| Study period 3 | January 20 th – March 7 th , 2014 |
| Own work/Re-examinations | March 10 th – March 13 th , 2014 |
| Examinations | March 14 th – March 21 st , 2014 |
| Study period 4 | March 24 th – May 19 th , 2014 |
| Own work/Re-examinations | May 20 th – May 23 rd , 2014 |
| Examinations | May 26 th – June 5 th , 2014 |

Application and deadline

Only applications from students nominated by a partner university will be considered. The number of students as specified in the Exchange Agreement is not to be exceeded. Students nominated by their home university for exchange studies at KTH must submit a web-based/on-line application form for exchange students found at <http://www.kth.se/studies/exchange?!=en> **UK** After completing the web-based form, it should be printed, signed by the student and then approved by a representative from the home university, thereafter sent to the international coordinator of the relevant study area at KTH. Contact information to the coordinator is found on the first page of the printed application form. The web-based application also includes application for accommodation and Swedish language courses at KTH. Documents to be enclosed with the application are:

- Transcript of records, i.e. list of courses completed at the home university
- Attested copy of valid pass port/national ID/identity card with citizenship indicated
- Photo

Double degree students follow the same application procedure as exchange students. Please note that only students whose home university has a double degree agreement with KTH can apply for DD studies.

Paper copies of the application must have reached KTH by the following deadlines:

April 15th for studies/project work starting in August/September or later in the autumn.

October 15th for studies/project work starting in January or later in the spring.

Note: Due to severe housing shortage, applications sent after the deadlines above will **NOT** be accepted.

Courses and projects

Exchange students should aim to take the majority of their courses within one specific school of the Science and Engineering programmes, provided that they meet the prerequisites specified for each course. Exchange students within the Architecture programme must take **all** their courses within the School of Architecture. The preliminary selection of courses should be approved by the home university in a *Learning Agreement*, provided when printing the application form. Changes to the student's study plan should be made within three weeks from the date of course start.

Information on courses, credit system, grades, course descriptions, schedule, language of instruction etc can be found on the following page: www.kth.se/studies/exchange/1.7979?l=en Please note that courses have prerequisites and therefore are not open for all students. In addition, the number of places may be limited. For information on the level, prerequisites and time period of a course, see the database with course descriptions which will be updated in late March for the upcoming academic year and is available at <http://www.kth.se/student/kurser/sokkurs?l=en> UK

Educational level: First cycle = year 1-3, Second cycle = year 4-5 (Master's level). Third cycle = PhD level. Academic levels range from A to D, where A = introductory level and D = advanced level. Please carefully study the course requirements for courses with level B, C and D.

Exchange students are welcome to perform a final degree project at KTH. However, there is no service provided to match student requests with on-going research projects at KTH. A student who wants to carry out a project must contact the research group or professor directly and make the arrangement with them before applying. After following these steps, the student can apply through the same web-based application.

Credits and Grades

KTH uses the ECTS (European Credit Transfer System) which is based on the principle that 60 credits measure the workload of a full-time student during one academic year. It is advised that students make a *Learning Agreement* for only 30 credits per term, KTH cannot guarantee student's attendance to courses exceeding this 30 credit's limit.

Grades are assigned among students with a pass grade as follows:

A=excellent
B=very good
C=good
D=sufficient
E=pass

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail-some more work required to pass" and F means: "fail – considerable further work required".

Visa/residence permit

Students from many countries, especially outside Europe, need to apply for a visa/residence permit for studies before entering Sweden. Further information and application forms regarding visa/residence permit may be obtained from the Swedish Embassy or Consulate in the home country or from Migrationsverket (the Migration Board) http://www.migrationsverket.se/info/studera_en.html **All Non EU/EEA students are strongly advised to apply as soon as they receive their *Letter of acceptance*, since it may take up to three months to get the documentation finalized.** Nordic citizens do not require a visa or residence permit. Citizens from EEA, EU and EFTA countries should apply for a residence card when they arrive in Sweden. Information regarding this will be given upon arrival.

In order to apply for a residence permit for studies, students must have a valid passport, health insurance, a statement of financial support and a *Letter of acceptance* from KTH.

Foreign students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it is difficult to find a part-time job in Stockholm. KTH does not help students to find work.

Health Insurance

Complete insurance coverage

It is very important that all international students have complete insurance coverage for their entire stay in Sweden. Consequently, we strongly advise students to buy a travel/study abroad insurance in their home country before arriving in Sweden. Important areas that the insurance should cover: personal injury, medical and dental care, accidents, personal belongings (luggage etc), liability coverage, legal expense coverage, home transportation (in case of injury or illness).

In case it is not possible to buy a suitable insurance in the country of origin, please contact the international/programme coordinator for more information.

EU/EEA citizens and the European insurance card

Students from EU/EEA member countries should bring the European Insurance card. The card states that the card-holder is entitled to health care on the same conditions and to the same cost as Swedish citizens. The "EU-card" does not mean that supplementary insurance is not necessary. Students will still need it for e.g. dental care, home transportation, personal belongings and liability coverage.

Non EU/EEA citizens

It is very important that students from non EU/EEA countries have a valid and complete insurance coverage since it is a prerequisite for securing a visa/residence permit for studies.

Introduction for International Students

All international students are invited to take part in the Introduction Programme. The main purpose of the programme is to acquaint students with KTH and Sweden. The introduction meetings are scheduled for the beginning of August, the beginning of September and February. Further information is given with the *Letter of acceptance*.

Furthermore, all institutions of higher education in Sweden have Student Unions. The KTH Student Union is called THS, *Tekniska Högskolans Studentkår*. THS International is an organisation within THS aiming to help international students get to know each other, enjoy their stay and learn about Sweden. Hence it organises a number of social and cultural activities as well as trips and parties, particularly in August and January but also continuously during the semester.

Registration

All international students at KTH are provided with a special registration number called A-number which is a fictive number for use within KTH. The student will get the A-number when registered by the international coordinator (usually during the information/welcoming meeting at the school). Other organisations like banks etc. may give you other fictive numbers of registration. Swedish citizens all have a civic registration number, "personnummer", used in these situations.

Swedish language courses

The Language Unit at KTH offers Swedish language courses free of charge for exchange students. There is an intensive course starting August 2nd. During the academic year the Swedish language courses run parallel to the study programmes. Find out more on the Unit for Language and Communication website:

<http://www.kth.se/ece/avdelningen-for-bibliotekstjanster-sprak-och-kommunikation/sprak-och-kommunikation?l=en> UK

The Swedish courses are divided into four levels, from elementary to advanced Swedish. If the student has some previous knowledge of Swedish it is compulsory to do a placement test to confirm the choice of course level. It is an interactive, Internet based test, which gives the students an immediate result. The course catalogue for Swedish language courses is available from mid March. Read more about the placement test:

<http://www.kth.se/ece/avdelningen-for-bibliotekstjanster-sprak-och-kommunikation/sprak-och-kommunikation/sprakhemsidor/swedish/placement-test-1.183904?l=en> UK

Accommodation

KTH has an Accommodation Office located in the Info Center at Drottning Kristinas väg 47 (Campus Valhallavägen). KTH Accommodation rents rooms for exchange students in student housing buildings (dormitories). Rooms are also rented in apartment houses. The rooms are located in central Stockholm as well as in the suburbs of the city. KTH offers this service to international students as the housing market is extremely difficult in Stockholm. The location of the room will depend on the number of rooms available at the moment. There is no possibility to choose your room or address, nor to change rooms!

Exchange students must apply for accommodation in the same KTH web-based application form as for exchange studies. This form is to be sent to the international coordinator of the chosen programme at KTH. A housing confirmation is sent to the student before arrival in Sweden but the housing contract is signed upon arrival at KTH.

For information and opening hours please visit their website at:

www.kth.se/studies/exchange/accommodation?!=en.

If you wish to contact them please use: accommodation@kth.se

E-mail address/account at KTH

All KTH students receive a personal e-mail account. The account is administered through the international coordinator. Students also get a computer lab card which grants access to KTH and the computer labs.

Contact persons for exchange students

Postal address: KTH, Name of the School/ Programme, SE-100 44 Stockholm, SWEDEN (if nothing else is mentioned below).

| School | Coordinator | Phone, Fax and E-mail |
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| School of Architecture and the Built Environment (ABE) | Ms. Katharina Berndt (Architecture) | Phone: +46 8 790 8542 Fax: +46 8 790 8539 incomings@arch.kth.se |
| | Ms. Sofia Norlander (Built Environment) | Phone: +46 8 790 8074 Fax: +46 8 790 7900 international.exchange@abe.kth.se |
| School of Biotechnology (BIO) School of Chemical Science and Engineering (CHE) | Ms. Marija Bogdanovic | Phone: +46 8 790 7169 Fax: +46 8 24 93 66 marija2@kth.se |
| School of Computer Science and Communication (CSC) | Mr. Patrik Gärdenäs | Phone: +46 8 790 8495 Fax: +46 8 790 9189 patrikg@kth.se |
| School of Engineering Sciences (SCI) | Ms. Ann Rosander | Phone: +46 8 790 6429 Fax: +46 8 790 9189 exchange-in@sci.kth.se |

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| School of Electrical Engineering (EES) | Mr. Magnus Lindqvist | Phone: +46 790 6364 Fax: +46 8 790 8484 exchange@ee.kth.se |
| School of Information and Communication Technology (ICT) | Ms. Birgitta Beskow Forum 105 SE-164 40 Kista | Phone: +46 8 790 4237 Fax: +46 8 790 4290 birbes@kth.se |
| School of Industrial Engineering and Management (ITM) | Ms. Carina Brunn (Industrial Management) | Phone: +46 8 790 9642 Fax: +46 8 790 0938 incoming@itm.kth.se |
| | Mr. Nichlas Malmdahl (Design and Product Realisation; Energy and Environment) | Phone: +46 8 790 7446 Fax: +46 8 790 0938 incoming@itm.kth.se |
| | Ms. Katie Zmijewski (Mechanical Eng., Materials science) | Phone: +46 8 790 7659 Fax: +46 8 790 0938 incoming@itm.kth.se |
| School of Technology and Health (STH) | Ms. Karen Gustafsson Alfred Nobels Allé 10 SE-141 52 Huddinge | Phone: +46 8 790 9726 kareng@sth.kth.se |