

Hej!

Handbook for Master's Students



Stockholm
University

Hej!

Welcome to Stockholm University! 2011/2012

Stockholm University is one of Sweden's largest institutions of higher education, with more than 50,000 students and 6,300 members of staff—including several of the world's most renowned scientists—offering education and research at the highest level within the humanities, law, science, social sciences and teacher training. The university participates in regional, national and international collaboration, in debate and in social change.

Whilst only a few minutes journey from the city centre, Stockholm University is located in the middle of the world's first national city park. Nature is always close when you are at the campus. The Bergius Botanic Garden, with more than 9,000 species is located within walking distance from campus. The herbal section, the botanic park with its flowerbeds, Victoriahuset, Edvard Andersson's glasshouse and the fruit and berry gardens are of an international standard. Beautiful natural surroundings, historical environments, and access to the dynamism of the capital and Sweden's largest job market are some of the features that make the university unique.

Several world-renowned researchers and scientists are active at the university, and thousands of students of all levels graduate every semester. Of the various research areas at the university, fifteen have been chosen as leaders in their field. Research within these areas encompasses such varied fields as what people ate during the Stone Age, how the world economy works and studies of constituent particles in the South Pole ice-cap. Sometimes the most revolutionary and exciting research emerges in the boundary zone between different scientific disciplines, such as in the context of investigations into genetic material, or the factors that lie behind social inequality.

Svante Arrhenius first presented his hypothesis on "greenhouse gases", gases that can cause global warming, more than a century ago. He became the University's first Nobel Prize winner in 1903. Paul Crutzen, a researcher in meteorology, became the University's most recent Nobel Prize winner in 1995, for his research on the destruction of the ozone layer.

Two other Stockholm University researchers have been awarded the Nobel Prize in Chemistry: Hans von Euler-Chelpin (1929) was awarded the Prize for his research on sugar breakdown in the yeast process, and George de Hevesy (1943) won the prize for the use of radioactive isotopes to trace chemical reactions.

Other pioneers include Sonja Kovalevsky, who became Europe's first female professor in modern time when

she was appointed Professor of Higher Mathematical Analysis at the University in 1884. Bert Bolin, Professor of Meteorology at Stockholm University 1961-90, was a leading force behind the establishment of the UN's Intergovernmental Panel on Climate Change, the IPCC, as well as its first chairman 1988-1997. In 2007 the IPCC, along with former US Vice-President Al Gore, was awarded the Nobel Peace Prize for its work on climate change.

Studying at Stockholm University

Academic calendar

Academic year 2011/2012

Autumn term/semester:

29 August 2011 – 15 January 2012

Spring term/semester:

16 January 2012 – 3 June 2012

Swedish academic system

The academic year is divided into two semesters, each lasting 20 weeks. The autumn semester runs from late August to mid-January and the spring semester runs from mid-January to early to mid-June.

Holidays

There are no official breaks/holidays and students on certain courses will be required to submit essays or sit exams throughout the whole semester. There is usually a two week teaching break at Christmas, but we would advise you to check your department's website for essay/exam timetables before making any travel arrangements, or to contact the department directly if this information is not yet available on their website.

Official Public Holidays 2011/2012:

All Saints' Day 5 November
Christmas Day 25 December
Boxing Day 26 December
New Year's Day 1 January
Epiphany 6 January
Good Friday 6 April
Easter Sunday 8 April
Easter Monday 9 April
International Workers' Day 1 May
Ascension Day 17 May
National Day of Sweden 6 June
Midsummer's Day 25 June

De facto full holidays 2011/2012:

Christmas Eve 24 December
New year's Eve 31 December
Midsummer's Eve 24 June

De facto half holidays 2011/2012:

All Saints' Eve 5 November
Twelfth Night 5 January
Maundy Thursday 5 April
Holy Saturday 7 April
Walpurgis Night 30 April

Credits and grades

As a result of the Bologna process, higher education in Sweden is now divided into three cycles: the undergraduate, or first cycle (3 years), the master's, or second cycle (2 years), and the PhD, or third cycle (4 years).

Since 1 July 2007, Stockholm University has used the European Credit Transfer System (ECTS). The system employs a credits system (ECTS credits), as well as a credits transfer scale. A new university credit system of 'higher-education credits' (or 'HECs') has been introduced, whereby 1 HEC = 1 ECTS. These new HECs are called högskolepoäng (hp) in Swedish.

The full-time course load is 60 HECs per academic year (or 30 HECs per semester). One week of full-time studies equals 1.5 HECs and the workload is 40 hours per week, including lectures, readings, assignments, seminars, independent studies etc. Depending on departments, courses are studied one after another or in parallel. Subjects may also be integrated into themes or blocks.

Only the credits scale is part of the Bologna process, but although the grading scale is optional, many European universities are adopting it. Stockholm University has decided to introduce a goal-related seven-point grading scale. Grades assigned are A, B, C, D, E, Fx and F. Passing grades are from A (the highest grade) to E. Grades Fx and F are failing grades, with the distinction being that of how close the student is to achieving a passing grade.

Until the European Credit Transfer System has been fully implemented, other grading scales are used at some departments.

Instruction

Generally, the language of instruction at Stockholm University is Swedish but the university also offers a number of undergraduate and graduate courses in English. Education at Stockholm University is based on the principle that students take responsibility for their studies with support from the teaching faculty. As a student, you are expected to raise questions and to take part in discussions during lectures. Teaching takes different forms: lectures, seminars, group work, laboratory work, independent study, etc.

The Swedish academic environment may strike international students as being very informal: professors and staff members mostly dress informally and speak in a familiar style with the students.

Examination

Different examination forms are used. Examinations seldom require that students merely reproduce the material presented during lectures. A common method is a take-home examination. This is an open book, open note examination in the form of a paper or

an essay. There will usually be a number of questions and the examiners will specify in advance whether the essay requires full footnoting and bibliographic sections.

Also written "sit-down" examinations are common, and these mostly take place at the very end of each course. Continuous assessment is used in some courses and may be based on compulsory attendance as well as participation in seminars arranged throughout the course.

Sometimes you must sign up for each examination in advance on the university's student web pages. Always check the regulations for each examination.

Plagiarism and regulations for disciplinary matters

As a student you have to be conscientious about clearly accounting for the material used in the texts that are submitted for examination. To use other people's expressions or ideas without stating where they are from is plagiarism. To translate and/or change some words in someone else's text and present it as one's own is obviously also a form of plagiarism. There must be no doubt about what your own expressions and ideas are and what has been gathered from other sources.

Plagiarism is considered to be cheating and if discovered in an exam or paper, the exam or paper will immediately be failed and disciplinary measures may be taken. Any student who is caught cheating or disrupting academic activities can be suspended from lectures and exams for a period of up to six months. The Vice-Chancellor or the Disciplinary Council decides whether the student is to be subject to any disciplinary measures.

Equal treatment of students

The Discrimination Act prohibits discriminatory practices in a broad range of social and economic activities. There are sections of the Act that are directly applicable to education and the situation of students and applicants. The Discrimination Act promotes equal rights and combats discrimination in higher education on grounds of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

According to the Discrimination Act:

- The university shall take measures to prevent and preclude that students or applicants are being subjected to harassment related to the specified grounds mentioned above.
- The university has an obligation to investigate the circumstances of reported harassment and, in appropriate cases, take such measures that may reasonably be required to preclude continued harassment.

The Discrimination Act applies to harassment of students by university employees and harassment of

students by other students. Harassment may involve anything from unwelcome remarks and verbal abuse to serious assault. It is important to remember that it is the person who feels he or she is the target who determines whether, for instance, words or actions are accepted or whether they are unwelcome and thus offensive. For the Discrimination Act to be applicable the perceived harassment must arise because of one or more of the grounds mentioned above. Otherwise, the Work Environment Act might be applicable.

Stockholm University has an action program against sexual harassment. Sexual harassment is most common in workplaces where there is an unequal balance between men and women. It also occurs to a greater extent in workplaces that have a significant level of informal power structures, such as at a university. Sexual harassment is totally unacceptable and is not tolerated at Stockholm University.

What do you do if you are subjected to harassment?

- Make it clear to the person harassing you that you do not tolerate such behaviour.
 - If the harassment continues even though you have told the person not to or if you feel deeply offended, contact your department head or other person in charge.
 - It is a good idea to take notes on what took place, like the time, place, persons present, etc.
- Should you feel that your rights have been violated, contact someone at your department that you have confidence in or the Coordinator for Equal Treatment of Students at Stockholm University who can offer advice and/or carry out an investigation of the circumstances. The Coordinator's office is located in room A459 on the 4th floor of the A Building of Södra huset. For support and assistance, contact the Student Union.

Students with disabilities

Stockholm University strives to develop inclusive study conditions and endeavours to identify the most appropriate support for each individual student with disability.

Examples of forms of support:

- Note-taking assistance
- Course literature as talking books or Braille
- Sign language interpreter for students with hearing difficulties
- Alternative form of examination (e.g. oral)
- Extended time during tests and examination
- Use of computer with spelling check programmes

Staff for Students with Disabilities: Åsa Ferm Tel: +46 8-16 21 23

Visiting address: Room A 377 on the 3rd floor of the A Building of Södra huset

Dyslexia Educationalist: Elisabeth Åman Tel: +46 8-16 21 11
Visiting address: Room A 373 on the 3rd floor of the A

Building of Södra huset

E-mail: elisabeth.aman@studadm.su.se

Independent Living's web page "Study and Work Abroad" contains information about university studies for people with disabilities: www.independentliving.org/studyworkabroad.

"Study abroad without limits" is a website where you can make contact with local students who have experience with disabilities and study abroad: www.studyabroadwithoutlimits.eu

The Student Union

The Stockholm University Student Union is an independent organisation, run by students for students. Their main purpose is to improve the quality of education and students possibility to influence their own situation at the university. All members – including international students – are entitled to vote in the election for the Student Union parliament, where student representatives are elected. To be able to influence and improve educational quality, students have representatives on every board at Stockholm University. They also arrange different sorts of social activities on and off campus, such as parties, debates, gender days and so forth. In addition, the Student Union offer a mentor programme for international students and an electronic newsletter in order to be updated on what activities being offered at campus and in Stockholm.

Within the mentor programme there are numerous different social activities such as dinner parties and guided trips. It is also a great chance for international students to meet and get to know Swedish students at the university. For more information about mentor programme, electronic newsletter and other activities exchange students can contact the Stockholm University Student Union on intstud@sus.su.se
In order to queue up for student accommodation through SSSB

More information can be found at the Student Union website: <http://sus.su.se/en>

Stockholm University Library

Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.7 million visitors every year. The library is a natural meeting point on campus and a key agent of information supply at Stockholm University. At the library you will have access to all scientific literature that you need within the subject areas offered at the university. The main library is located on the 4th floor and is connected to the D building of Södra huset at Campus Frescati. There are also many departmental libraries. Further information can be found at www.su.se/english/library

Interim personal identity number (P-number)

All exchange students at Stockholm University are provided with a special registration number. It is

called P-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. The number consists of 9 digits, the letter P and a hyphen. The first six digits correspond to your birth date, in YYMMDD form. The seventh to tenth are a serial number consisting of a letter P followed by three digits. You get the P-number when registered in the University database, and it will be printed on your Campus Card (see below). Other organisations like banks, etc. may give you other fictive numbers in order to be able to register you. Swedish citizens all have personal identity numbers, personnummer, used in these situations. Personnummer can not be provided for students staying less than 12 months.

Campuskortet – your student card

Campuskortet, the Campus Card, is a student card offered to all members of the Student Union. The card is your key to all student discounts and offers on and off campus. For example, you get discount when traveling with bus, train or airplane all over Sweden and in many stores and restaurants.

The card will be sent to you approximately two weeks after you have paid the Student Union fee. If you do not yet have an address in Sweden when paying the membership fee to the Student Union, the card will be sent to the Student Union's office instead, where you can pick it up.

The University Account and the help desk

For access to the network and computers at Stockholm University all students need a University Account. You have to have been registered at the department at least four hours before the university account could be activated. To open your account you need to visit the help desk to the right of the University Library entrance. Bring a photo ID and your P-number. You are responsible for maintaining the confidentiality of the username and password of your account.

The University Card

The University Card is used to log on the printers, copying machines, and scanners. The University Card also allows you to borrow books and other materials from the library. More functions are planned and the card will eventually replace other card systems currently used at the university. Collect your card to the right of the university library entrance. Collect your card at the computer hall "Lantis". Bring a photo ID and your P-number.

Computer halls

There are four different computer halls on the Frescati campus and you can also connect your own portable computer to the university's wireless network. Log on by using the username and password of your student account. There are also some departmental computer halls. To gain access to these you might need special codes or passwords, which will be given to you by the departments concerned.

Computer halls on campus Frescati:

- Computer Hall Lantis: Located in Allhuset on the ground floor beneath the Lantis restaurant; contains Windows-based computers and Mac OS X-based computers and workspaces with wireless net and an electrical outlet
- Computer Hall A2: Contains Windows-based computers
- Computer hall A5 (A5164): Contains Windows-based computers. This is a silent hall for individual work: cell phone use is not allowed
- Computer hall A5 (A5155): Contains thirty-two Windows computers
- Computer hall A6: Located in Arrheniuslaboratoriet on the sixth floor in room 601 and 607; contains fifteen Linux and twelve Windows computers.

Printing and photocopying

You can purchase pages by visiting IT Services student support web page and clicking "buy print quota". USB slots and audio-out ports are available in all the computer halls. Printing overhead slides is not possible on the University's printers. The Print Centre/US-AB located in the Lantis Computer Hall can help with overhead printouts, copying, printing, stapling and laminating. www.it.su.se/studentsupport/english

My University – Mitt universitet

Mitt universitet ("My University") is a personalised portal for students and employees at Stockholm University. By logging on to Mitt universitet, you can check your grades and registrations, read and send e-mails and change your address information. Mitt universitet also gives you access to a personal directory where you can save your documents and other files. Mitt universitet is currently only available in Swedish. www.mitt.su.se

Sports and recreational facilities

The Student Union at Stockholm University independently runs sporting facilities on campus. Further information can be found at the following web address: http://www.ssif.su.se/index_e.asp

Residence and work permit

Foreign students, with the exception of EU/ EEA citizens, who intend to stay in Sweden for more than three months require a residence permit (uppehållstillstånd). The responsible authority in Sweden is Migrationsverket – the Swedish Migration Board. Please visit their website for details regarding the application procedure and application forms: www.migrationsverket.se.

Students from outside EU/EAA

Students from outside the EU/EEA must apply for a residence permit at the Swedish Embassy/Consulate in their country of residence, directly after receiving the headed admissions letter from Stockholm University. Applications for a residence permit can under no circumstances be submitted after entering Sweden.

The following documents are required:

- A copy of a valid passport or ID-card
- Letter of admission from Stockholm University stating the duration of studies
- Proof that you can support yourself during your stay in Sweden (i.e. a bank statement in your name). A minimum of SEK 7,300 per month for the entire study period is required
- A valid health insurance, if the duration of the programme is one year or less.

EU/EAA/Swiss citizens

Students from the EU/EEA no longer need residence permits for staying in Sweden for more than three months. EU/EEA citizens must however register the right of residence at the Migration Board within three months after entering the country. Registration is free of charge. To register, simply complete a form with a request for registration of your right of residence. You should enclose:

- Certified copies of a valid passport or ID-card stating your citizenship
- Proof that you have been enrolled on a course/programme
- Assurance that you have your upkeep secured
- Assurance that you have comprehensive medical insurance that is valid in Sweden.

If you are a citizen of Switzerland you must apply for a residence permit. Nordic citizens can spend time in and live in Sweden without having to register or having a work permit.

Extension of residence permit

A residence permit is granted for one year at a time. Extension of a residence permit takes six to eight weeks and must be done before the existing residence permit expires.

The following documents are required for extensions:

- Proof that you have had funding amounting to SEK 7,300 per month (bank documents)
- Proof of sufficient study results (circa 35 HECs per academic year)
- Proof of funding for the remaining duration of the studies, i.e. SEK 7,300 per month).

You are entitled to stay in Sweden while the permit is being processed, although it can be difficult to visit other countries in Europe without a valid Swedish residence permit. Students who return to their home country during summer or Christmas can contact the Swedish Embassy in their home country to renew their residence permits.

Work during studies

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, especially if you do not speak Swedish. Stockholm University is not able to help students to find jobs.

Health

Like everyone else, as a student you may be unwell from time to time. Here you can find guidance about what to do if you fall ill or have an accident. Please note that all fees may be subject to change.

Stockholm Student Health Unit Studenthälsan

The Stockholm Student Health Unit works with health counselling and psychiatric counselling. An appointment can be made either by calling on telephone hours, or by visiting a walk-in reception. All visits are free of charge for students at Stockholm University.

Telephone health counselling: 08-674 77 03, 08-674 77 04 or 08-674 77 05 (leave a message if necessary – make sure to give your phone number – and a nurse will call you back).

Telephone psychological counselling: 08-674 76 99.

Visiting address: Studentpalatset, Norrtullsgatan 2

Telephone: 08 674 77 00

Underground: Odenplan (Green Line)

Walk-in Medical reception: Monday and Thursday 15.00 – 16.00

Walk-in psychological reception: Thursday 15.00 – 16.00

The Stockholm Student Health Unit also has a walk-in reception in room 4117-4120 on the 4th floor in the connecting link between House B and C, Södra huset.

Walk-in medical and psychological reception: Monday and Wednesday 13.00-15.00.

Medical Centre - Vårdcentral or Husläkarmottagning

A visit for medical care costs 350SEK for students with a Swedish personal identity number or students with an EU insurance card. For students without a personal identity number or an EU insurance card, the cost is 1500-2000 SEK (2009).

You can visit any medical centre, but if you are an exchange student without a Swedish personal identity number, we recommend that you visit CityAkuten Stockholm. They are used to dealing with any question you might have. CityAkuten Stockholm

Visiting address: Apelbergsgatan 48

Walk-in reception: Monday–Friday 08.00–18.00

Closed Saturday and Sunday

Underground station: Hötorget (Green Line)

Emergency Ward at the Hospital - Akutmottagning

Opening hours: 24-hours daily

The emergency ward only take serious cases such as urgent heart problems, breathing problems and acute stomach pain. If you are in a very bad condition, have someone dial the emergency number 112 for an ambulance.

Dental Public Service – Folk tandvården

In case of dental problems, dial the toll-free number 020-687 55 00 for advice. Dentists on emergency duty are found at St. Erik's Hospital.

Visiting address: Polhemsgatan 48

Telephone: 08-545 512 20
Opening Hours: 08.00-21.00

Insurance

All students in Sweden are currently covered by the personal injury insurance (the general student insurance) that is obtained on behalf of universities and colleges within the State insurance system by the Central Student Grants Committee. The insurance applies in Sweden during school hours and during travel to and from the location where school hours are spent.

Stockholm University strongly recommends students to have a complete insurance cover to avoid extreme costs that might occur. Carefully consider which level of insurance you need and pay particular attention to the coverage's restrictions and exclusions.

EU/EEA Citizens and the European Insurance Card

Students from EU/EEA member countries should bring the European Health Insurance Card, issued by the social insurance office in your home country. The card states that you are entitled to health care on the same conditions and at the same price as permanent residents in Sweden. Bring the card whenever you seek medical care.

Citizens of Algeria, Australia and the Quebec-Region (Canada)

Sweden has special agreements with Algeria, Australia and the Quebec-region (Canada) regarding emergency medical care. If you are from any of these countries, please contact the Social Insurance office in your home country for more information.

Living in Stockholm and Sweden

Cost of living

Stockholm is an expensive city to live in by Swedish standards. You should budget for approximately SEK 8,000 – SEK 9,000 per month for the duration of your studies.

A typical student budget for one month in Stockholm could be (all costs in SEK):

Accommodation: 3,500

Food: 2,000

Local travel: 690

Other (course literature, phone, insurance, hygiene, etc): 1,700

Clothing, hobby/leisure: 450

Total approx. 8,340

Lunch at a bar or self-service restaurant cost approximately SEK 60-80. The student restaurants at Stockholm University offer meals at reasonable prices, approximately SEK 60. Many students bring their own food that they can heat in microwave ovens provided by the Student Union.

Please note that if you are a non-Nordic non-EU/EEA citizen you must prove to the Swedish Migra-

tion Board that you will have a guaranteed sum of SEK 7,300 per month at your disposal throughout the entire period of your studies when you apply for a residence permit.

Finding accommodation on your own

When finding accommodation on your own, it is important to start well in advance. It has proved quite difficult to find student housing in Stockholm, especially in the beginning of the semester when the Swedish students are also looking for accommodation. A good starting point is the Study in Stockholm website, www.studyinstockholm.se/living, where you will find information about student accommodation in Stockholm. On the same page you can also get a short review of different student accommodation agencies in Stockholm and learn about what they can offer.

Climate and clothing

Stockholm has a moderate climate. The longest night of the year is 21 December, when it is dark for about 18 hours. The coldest months of the year are usually January and February. Average temperature during winter months is about -3°C. Snowfall usually occurs from January to March. The longest day is 21 June, when the sun is up for about 19 hours. July and August are usually the warmest months with the average temperature being 16°C. Dress in Sweden, especially at university is mostly informal.

Local transportation

Public transport is easy to use in Stockholm and in Sweden in general. Stockholm Public Transport, SL, provides travel by commuter trains, underground, buses, and boats, throughout the greater Stockholm area. Underground stations are marked with a blue (T) and commuter train stations with a blue (J).

A 30-day card will provide you with unlimited travel within greater Stockholm. The SL card can be purchased at the SL Centres, at the underground or commuter train stations or at any Pressbyrå (in-station convenience store).

Students who hold a student identity card, Campuskortet, can buy a Student Travelcard that gives a reduction on the cost of travel. The Student Travelcards are for set periods of time; for example January to June, August to December, or on a monthly basis. This card is only for sale at SL centres. SL centres are located at T-Centralen, the Central station, and the stations Tekniska högskolan, Slussen, Gullmarsplan, Fridhemsplan and Täby Centrum. If you do not yet have a student identity card, you can be issued with an "SL certificate" at the Student Union office. When travelling with a Student Travelcard, you must always be able to prove that you have the right to do so. If you are not a frequent user of the transport system you can buy a single ticket that is valid for one hour. It is possible to buy single tickets immediately before travelling, but it should be noted that this is the most

expensive option. Tickets are available from machines or newsagents or via mobile text message (SMS). Note that tickets cannot be bought onboard buses. Further information, prices and a journey planner, which you can use to help find the quickest route between two addresses or stations, can be found at www.sl.se/english.

Telephone information

International calls can be made from all payphones. Should you wish to use a mobile phone whilst in Sweden, there are plenty of options and good deals can be found by shopping around in Stockholm. The best option might be to bring your mobile phone from your home country and purchase a pre-paid SIM card in Sweden, but check with your mobile phone company prior to leaving your home country to decide the best option for you once you are in Sweden.

Electricity

Swedish electricity uses 230 volts/50 cycles, and sockets generally only take plugs with two round pins. If you are bringing your own electrical equipment with you, find out if it can be used safely on this voltage or whether you will need an adaptor.

Some basic rules and rights

Pedestrians

Walk on the sidewalks. Pedestrians have the right of way over motor vehicles when crossing the street where indicated at intersections. When crossing at an intersection with traffic lights, it is necessary to wait for the green walk sign. Always make eye contact with the driver before stepping out.

Bicycles

The rules of the road that apply to cars also apply to bicycles. A license to operate a bicycle is not required. If you ride your bicycle at night, equip it with lights and adequate reflectors. There are many designated bicycle lanes throughout the city.

Shoplifting

Petty theft and shoplifting (theft under SEK 800) are included in criminal offences. Even first offenders will be given a criminal record. This would have grave consequences for a student's future and can affect immigration status in Sweden.

Alcohol and drugs

Sweden has a government alcohol monopoly called systembolaget for sale of all beverages stronger than 3.5% By volume. This means that you can only buy alcohol at systembolaget. You must be 20 years old or over to make purchases at systembolaget. Restaurants and bars with proper permission can serve alcohol to anyone who is at least 18 years old, though many nightclubs voluntarily require a minimum age above 18 (usually 20 or 23). Take a photo id with you when you are out at night. The use of, possession of,

and trafficking in restricted drugs (marijuana, heroin, cocaine, etc.) is illegal and subject to a fine, imprisonment or deportation.

Smoking

Smoking is prohibited in most public buildings and in all restaurants. There are some designated areas where you can smoke. You can be fined if you smoke in non-smoking areas. Smoking is not allowed within 15 metres of all university buildings.

Good to know

- "Hej", is the most common greeting phrase in Swedish. If you want to know how to use it, the rule is simple – always to everybody!
- Take your shoes off if you are invited to somebody's home. Even if it is dry outside and your shoes are dry. Most Swedes walk around in their socks when at home.
- Punctuality is important - Eight o'clock means eight o'clock.
- If you are a smoker you have to go outside no matter how cold it is. In Sweden smoking is prohibited in all public buildings.
- Most people have lunch between 12–13. Teaching is often scheduled so that you can eat around this time. There is a range of different lunch restaurants on campus to choose from.
- If you are invited to dinner to a Swedish family, do not forget to say tack (thank you). Swedes say it all the time. – Kan du skicka saltet, tack? – Varsågod! –Tack!

We hope you have a pleasant stay!

www.su.se/english



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