



## Fact Sheet 2015/2016

### Institutional Details

Name of Institution	<b>KTH</b> , Kungliga Tekniska Högskolan Royal Institute of Technology
Erasmus + ID Code	S STOCKHO 04
Erasmus + Charter	29371-LA-1-2014-1-SE-E4AKA1-ECHE-1
Erasmus + PIC	999990946
www Internet Address	<a href="http://www.kth.se">www.kth.se</a>
Address	Kungliga Tekniska högskolan Brinellvägen 8, SE-100 44 Stockholm, Sweden

### Head of Institution

Name	Prof. Peter Gudmundson
Telephone	+46 8 790 6000
Fax	+46 8 24 54 35
Email	<a href="mailto:rektor@kth.se">rektor@kth.se</a>

### KTH International Relations Office

Address	Kungliga Tekniska högskolan Brinellvägen 8, SE-100 44 Stockholm, Sweden
Fax	+46 8 790 8192

### Head of KTH International Relations Office/Erasmus + Institutional Coordinator

Name	Ms. Åsa Carlsson
Telephone	+46 8 790 6980
Email	<a href="mailto:asacar@kth.se">asacar@kth.se</a>

### Erasmus + Coordinator

Name	Ms. Anna Hellberg Gustafsson
Telephone	+46 8 790 6849
Email	<a href="mailto:annahg@kth.se">annahg@kth.se</a>

### Advisor for agreements outside Europe

Name	Ms. Charlotte Almqvist
Telephone	+46 8 790 6811
Email	<a href="mailto:alm3@kth.se">alm3@kth.se</a>

## Academic Calendar

Autumn term 2015	August 31 <sup>st</sup> , 2015 – January 18 <sup>th</sup> , 2016
Spring term 2016	January 19 <sup>th</sup> , 2016 – June 7 <sup>th</sup> , 2016

## Arrival Days for exchange students

Autumn term 2015	August 1 <sup>st</sup> and 2 <sup>nd</sup> , 2015 (students attending Intensive Swedish language course), August 22 <sup>nd</sup> and 23 <sup>rd</sup> (other students)
Spring term 2016	Mid-January, 2016

## Study Periods – Autumn semester

Study period 1	August 31 <sup>st</sup> – October 16 <sup>th</sup> , 2015
Own work	October 19 <sup>th</sup> - October 22 <sup>nd</sup> , 2015
Examinations	October 23 <sup>rd</sup> – October 30 <sup>th</sup> , 2015
Study period 2	November 2 <sup>nd</sup> – December 18 <sup>th</sup> , 2015
Own work/Christmas break	December 21 <sup>st</sup> , 2015 – January 5 <sup>th</sup> , 2016
Own work/Re-examinations	January 7 <sup>th</sup> – January 9 <sup>th</sup> , 2016
Examinations	January 11 <sup>th</sup> – January 18 <sup>th</sup> , 2016

## Study Periods – Spring semester

Study period 3	January 19 <sup>th</sup> – March 11 <sup>th</sup> , 2016
Own work/Re-examinations	March 12 <sup>th</sup> – March 16 <sup>th</sup> , 2016
Examinations	March 17 <sup>th</sup> – March 24 <sup>th</sup> , 2016
Study period 4	March 29 <sup>th</sup> – May 23 <sup>rd</sup> , 2016
Own work	May 24 <sup>th</sup> – May 27 <sup>th</sup> , 2016
Examinations	May 30 <sup>th</sup> – June 7 <sup>th</sup> , 2016
Re-examinations	June 8 <sup>th</sup> – June 11 <sup>th</sup> , 2016

## 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 **between KTH and the partner university is not to be exceeded**. Students nominated by their home university for exchange studies at KTH must submit an online application form for exchange students found at

<http://www.kth.se/en/studies/exchange/application-for-exchange-students-1.7972> The application includes a request for assistance in finding accommodation and application for Swedish language courses at KTH. Documents to be up-loaded into the application system are the following:

- verified transcript of records, i.e. list of courses completed at the home university
- copy of valid pass port/national ID/identity card with citizenship indicated
- pass port photo
- approved and signed *Learning agreement/Study plan*
- nomination form

Once all is submitted, the student will receive a confirmation, including information on how to complete the registration in the system. The home university contact person will be asked to nominate the student for exchange studies at KTH. Double degree (DD) students follow the same application procedure as exchange students. Please note that only students whose home university has a DD agreement with KTH can apply for DD studies. The online application and required documents must have been uploaded into the system by the following deadlines:

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

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

**Please note:** Applications sent after the deadlines above will **NOT** be considered.

## Courses and projects

All information on courses, credit system, grades, course descriptions, schedule, language of instruction etc can be found on the following page:

<http://www.kth.se/en/studies/exchange/exchange-studies-at-kth-1.6519> or

<http://www.kth.se/en/studies/exchange/course>

Exchange students should take the majority of their courses within one specific school at KTH, 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/Study plan* to be uploaded into the application system. Changes to the student's *LA/study plan* should be made within three weeks from the date of course start.

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](http://www.kth.se/student/kurser/sokkurs?l=en_UK)

Educational level: First cycle = year 1-3 (Basic level), second cycle = year 4-5 (Advanced/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 prerequisites for courses at 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 a similar web-based application as the above.

## Credits and Grades

KTH uses the ECTS (European Credit Transfer System) which is based on the principle that 60 credits equal the workload of a full-time student during one academic year. It is advised that students make a *Learning Agreement/Study plan* including only 30 credits per semester, 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".

## Swedish language courses

The Unit for Language and Communication at KTH offers Swedish language courses free of charge for exchange students. There is an intensive course starting in the beginning of August. During the academic year Swedish language courses run parallel to the study programmes. The course catalogue for Swedish language courses is available from mid March. Find out more on the Unit for Language and Communication website: <https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-studenter>

The Swedish courses are divided into different levels <https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-studenter/for-master-och-utbytesstudenter/augusti-och-hostkurser-for-master-och-utbytesstudenter-1.69856> If the student has some previous knowledge of Swedish it is compulsory to make a placement test to confirm the choice of course level. It is an interactive, Internet based test, which gives the students an immediate result. Read more about the placement test: <https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-studenter/placeringstest-1.69623>

### **Residence permit for studies**

Students from **non EU/EEA countries** need to apply for a residence permit for studies before entering Sweden. Further information and application forms regarding residence permit may be obtained from the Swedish Embassy or Consulate in the home country of the student, or from Migrationsverket (the Migration Board) [http://www.migrationsverket.se/info/studera\\_en.html](http://www.migrationsverket.se/info/studera_en.html) **These 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.** In order to apply for a residence permit for studies, students must:

- have a valid pass port
- be admitted to full time studies
- be able to support her-/himself for the planned study period
- have a comprehensive health insurance if admitted for less than a year
- have a *Letter of Acceptance* from KTH.

Nordic citizens do not require a visa or residence permit. EU citizens have the right to study in Sweden without a residence permit.

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 at KTH 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 residence permit for studies.

## 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 some 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 an allocated room!

**Exchange students** will be able to mark an interest for help in finding accommodation in the same on line application form as for exchange studies at KTH. Then the KTH Accommodation will contact the student directly about the demand; confirmation is sent to the student before arrival in Sweden. Please note that the housing contract is signed upon arrival at KTH.

For information and opening hours please visit their website at:  
<http://www.kth.se/en/studies/exchange/accommodation-exchange>

If you wish to contact them please use: [accommodation@kth.se](mailto:accommodation@kth.se)

## 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 mid-January. 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*. Nymble International Committee (NIC) 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 T-number which is a fictive number for use within KTH. The student will get the T-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.

## E-mail address/account at KTH

All KTH students receive a personal e-mail account. Information about the account is given during the registration with the international coordinator at the school to which the student has applied. Students also get an access card to the KTH premises.

## 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
<b>School of Architecture and the Built Environment (ABE)</b>	Mr. Martin Sjöstrand (Architecture)	Phone: +46 8 790 8543 Fax: +46 8 790 8539 <a href="mailto:incomings@arch.kth.se">incomings@arch.kth.se</a>
	Ms. My Delby Ms. Sofia Norlander (Built Environment)	Phone: +46 8 790 8064 Phone: +46 8 790 8074 Fax: +46 8 790 7900 <a href="mailto:international.exchange@abe.kth.se">international.exchange@abe.kth.se</a>
<b>School of Biotechnology (BIO) School of Chemical Science and Engineering (CHE)</b>	Ms. Marija Bogdanovic	Phone: +46 8 790 7169 Fax: +46 8 24 9366 <a href="mailto:marija2@kth.se">marija2@kth.se</a>
<b>School of Computer Science and Communication (CSC)</b>	Mr. Christian Todoran Ms. Angelica Brink	Phone: +46 8 790 3717 Phone: +46 8 790 8194 <a href="mailto:csc-exchange-in@kth.se">csc-exchange-in@kth.se</a>
<b>School of Engineering Sciences (SCI)</b>	Ms. Talia Klundt	Phone: +46 8 790 6415 Fax: +46 8 790 9189 <a href="mailto:exchange-in@sci.kth.se">exchange-in@sci.kth.se</a>
<b>School of Electrical Engineering (EES)</b>	Ms. Manja Schubert	Phone: +46 790 6364 Fax: +46 8 790 8484 <a href="mailto:exchange@ee.kth.se">exchange@ee.kth.se</a>
<b>School of Information and Communication Technology (ICT)</b>	Ms. Malin Hedberg Forum 105 SE-164 40 Kista	Phone: +46-8-790 4402 Fax: +46 8 790 4290 <a href="mailto:exchange@ict.kth.se">exchange@ict.kth.se</a>
<b>School of Industrial Engineering and Management (ITM)</b>	Ms. Sofia Norell	Phone: +46 8 790 7446 Fax: +46 8 790 0938 <a href="mailto:incoming@itm.kth.se">incoming@itm.kth.se</a>
<b>School of Technology and Health (STH)</b>	Ms. Anneli Schönning Alfred Nobels allé 10 SE-141 52 Huddinge	Phone: +46 8 790 9755 <a href="mailto:asch2@kth.se">asch2@kth.se</a>