

# International Exchange at Stockholm Business School



## Application

### Requirements

Undergraduate students need at least one full year of business-related studies at university-level. Graduate students must submit a copy of their bachelor's degree including at least one year/60 ECTS of studies in business administration.

### Nomination Deadline

Spring Semester – October 10, 2017

Autumn Semester – April 10, 2017

### Application Deadline

Spring Semester – October 15, 2017

Autumn Semester – April 15, 2017

Nominated students should submit the following documents in their exchange application:

- 1) Online application
- 2) Proof of English language proficiency, Non-EU students only
- 3) Transcript of records

Students will receive the following from the international coordinator at SBS:

- 1) Instructions for filling out our online application form, including course list and course application
- 2) An official Letter of Acceptance & insurance information
- 3) Orientation Information for Stockholm Business School and Stockholm University (both are mandatory)



## Contact

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## Other requirements

### Language requirements

Nominated students are expected to be highly proficient in English (spoken and written) in order to have a successful learning experience.

Language of instruction: English.

TOEFL-paper: 550

TOEFL-computer: 213

TOEFL-internet: 80 (Writing: 20, Speaking: 20, Reading: 20 and Listening: 20)

IELTS: 6.5 or higher (no subtest less than 6.0 in the Academic Module).

### Visa requirements

A visa and/or residence permit is required for students from outside the EU/EEA/Switzerland and should be applied for as soon as possible after receiving the letter of acceptance. Please find country-specific information on how and where to apply from the closest embassy or consulate ([www.swedenabroad.com](http://www.swedenabroad.com) for a directory). The guidelines are available on the Migration Board's website: <http://www.migrationsverket.se/English/Startpage.html>

## Expenses and Accommodation

### Tuition fees

Tuition fees are waived for exchange students.

### Health/Travel insurance

All incoming exchange students are covered by Kammarkollegiet's Student IN insurance 24 hours a day during their time in Sweden. The insurance policy can be found online:

<http://www.kammarkollegiet.se/sites/default/files/Terms%20and%20conditions%202015%20StudentIN%20insurance.pdf>

### Accommodation

Due to the popularity of studying in Stockholm, Housing cannot be guaranteed. Generally, it is easier to get student housing in the Spring semester. Students admitted to our exchange programme will receive application instructions for housing. Rent, from 15,500 (room) to 22,000 (studio apartment) SEK for the semester, is paid in two installments. Heating and electricity are included in the rent. Further information about university accommodation services, as well as information on finding housing individually, is available at: <http://www.su.se/english/study/student-services/housing/housing-for-exchange-students>



### Estimated monthly living expenses (SEK)

Rent: 3,500-5000

Food: 2,000

Transportation: 560

Miscellaneous: 2,000

Total: > 8,060 SEK (Roughly 9 SEK=1 EUR)

This is an estimate and can vary greatly.

More information on: [www.studyinsweden.se/How-To-Apply/Fees-and-costs/](http://www.studyinsweden.se/How-To-Apply/Fees-and-costs/)

# Academics

## Course catalogue

<http://www.sbs.su.se/english/current-students/course-offerings>

Students select the courses they wish to enrol in at SBS/SU in their online application. Course-schedules will be sent out roughly 1-2 months after the application deadline has closed.

Students are to select at least two courses at Stockholm Business School, all courses at SBS can be guaranteed. If students wish to take courses at other departments they must indicate this in their online application, courses at other departments cannot be guaranteed and will be confirmed roughly one week before the semester starts.

## Academic prerequisites

Students should note the prerequisites for the course(s) selected. If the prerequisites for a course are not met, students will not be registered for that course.

## Full-time workload

Full-time studies are comprised of four 7.5 ECTS courses, totaling 30 ECTS per semester. Students can take either one 7.5 ECTS course per period or two half-paced courses at a time. There are four periods in one semester.

## Autumn Semester Exams

Please note that the autumn semester lasts until mid-January. It is therefore important for students to plan accordingly in order to be able to attend their courses until the very end of the semester, as early exams are generally not possible. There is not an official break period during the winter holidays, so students must check their class schedules for conflicts before planning travel during that period.

## Class attendance

Students are expected to attend all lectures and seminars. For some courses, attendance is mandatory. Failure to attend mandatory seminars can result in a failing grade for the course.

## Transcripts

Two copies of students' official transcripts will be sent to the international office of the home university after the end of the semester. Transcripts will be sent automatically, students do not need to request them. Note that only courses in which a passing grade was achieved will appear on transcript.

## Grading system

Approximate percentage achieved, Swedish grading system ECTS grade:

|               |                            |   |
|---------------|----------------------------|---|
| 90-100%       | Pass with Distinction (VG) | A |
| 80-89%        | Pass with Distinction (VG) | B |
| 70-79%        | Pass (G)                   | C |
| 60-69%        | Pass (G)                   | D |
| 50-59%        | Pass (G)                   | E |
| 49% and below | Fail (F)                   | F |

Please note that Stockholm Business School will only issue grades to its exchange students in accordance with the ECTS grading system; which is, A, B, C, D, E or F.

## Senior Buddy Programme

The SBS Student Association organises a buddy programme for exchange students called the Senior Buddy Program (SBP). Through SBP, incoming exchange students receive a Swedish buddy and participate in activities such as an introduction meeting in connection with Orientation Week, a tour of the SBS campus, and various activities throughout the semester. Incoming students are highly encouraged to participate in the Buddy programme.

## Swedish Language Courses

Credit-bearing Swedish language courses at different levels are offered by the Department of Scandinavian Languages to all incoming exchange students. More information about registering for Swedish courses will be provided after students send in their registration forms. Information about the different Swedish courses available can be found at [www.su.se/svefler/english/education/courses-and-programmes/swedish-for-international-students](http://www.su.se/svefler/english/education/courses-and-programmes/swedish-for-international-students)

# Academic Calendar 2017-2018

## Semester Dates

Study Periods: one semester = 20 weeks, divided into four five-week periods

### Autumn Semester

August 28, 2017-January 14, 2018

Period 1: Monday, August 28, 2017

Period 2: Thursday, September 28, 2017

Period 3: Tuesday, October 31, 2017

Period 4: Thursday, November 30, 2017

### Spring Semester

January 15, 2018 - June 3, 2018

Period 1: Monday, January 15, 2018

Period 2: Thursday, February 15, 2018

Period 3: Tuesday, March 20, 2018

Period 4: Monday, April 30, 2018

## Public Holidays

November 4, 2017: All Saints' Day

December 25, 2017: Christmas Day

December 26, 2017: Boxing Day

January 1, 2018: New Year's Day

January 6, 2016: Epiphany

March 30, 2018: Good Friday

April 1, 2018: Easter Sunday

April 2, 2018: Easter Monday

May 1, 2018: International Workers' Day

May 10, 2018: Ascension Day

June 6, 2018: Swedish National Day

June 23, 2018: Midsummer Day

## Student services

Stockholm University International Office, [www.su.se/english/study/exchange-students](http://www.su.se/english/study/exchange-students)  
Student Health Care Centre, [www.su.se/english/study/current-students/student-health-service](http://www.su.se/english/study/current-students/student-health-service)  
University Library, <http://su.se/english/library/>  
Sports facilities, <http://www.frescatihallen.com/english/>

SBS Student Association, [www.fest.se](http://www.fest.se)

Stockholm University Student Union: [www.sus.su.se/en](http://www.sus.su.se/en)

Orientation week is held the week before the fall-semester starts and the same week of the start of the Spring-semester. SBS will have an Orientation session for incoming exchange students, but students are also encouraged to attend the Orientation Session at Stockholm University. More information about SBS Orientation: <http://www.sbs.su.se/english/education/exchange-studies/pre-arrival-information/arrival-and-orientation-week>

## SBS Summer Programme

Learn more about current topics in business administration and get to know Stockholm, Scandinavia's business and cultural hub.

The University provides a safe and dynamic learning environment, the perfect opportunity to meet and collaborate with students from around the globe. Experience Swedish culture, through introductory seminars about Sweden as well as excursions to local landmarks.

The online application is available in February, and available until spots fill up. More information about the summer programme is available here: <http://www.sbs.su.se/english/education/courses-and-programmes/summer-programme>