



Stockholm  
University



# Welcome!

Important information for students commencing  
studies at Stockholm University in the 2012  
spring term 16 January 2012 – 3 June 2012

# At Stockholm University we want to give you the best support and service to ensure that your studies begin as smoothly as possible.

## How to get started and which support facilities we offer follow below.

### Interim personal identity number

All international students at Stockholm University are provided with a special registration number. It is called P- or T-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. You get the number when registered in the University database. Swedish citizens all have personal identity numbers, *personnummer*, used in these situations. You can not use the P- or T-number outside of the University.

### The University Account

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 Helpdesk. Bring a photo ID and your P- or T-number. If you have a Swedish identity number, *personnummer*, you register online for the account but also with the department you will study at. Go to [www.mitt.su.se](http://www.mitt.su.se) (choose In English in the upper right corner) and select Activate your university account and for your department registration you select My studies. [Mitt.su.se](http://Mitt.su.se) is the Stockholm University central portal. You can also use this site to read E-mail, register for exams, edit your contact information, view your grades via Ladok and store course certificates and course registration documents. When you have a university account you can also use:

**Mondo:** The lecturer and student platform at: [mondo.su.se](http://mondo.su.se). You can use this to communicate with lecturers and friends in your course, download and upload assignments and view information about timetable changes.

**View all of the library services at [www.sub.su.se](http://www.sub.su.se):** Here you can access all library services. You can book group rooms, reserve books, search for information using different databases, read E-books and electronic journals.

### Student computers and the wireless network:

There are four different central computer halls on the Frescati campus. You can also access the internet by using your own computer and the wireless

network available at several sites throughout the Frescati Campus. Both alternatives allow you to use our printing services. 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.

### The University Card

You will need an activated University Card to be able to borrow books from the university library and to use the copying, printing and scanning services. Collect your card from the Helpdesk at the computer hall "Lantis". Bring a photo ID and your P- or T-number. If you have a Swedish *personnummer*, login via [mitt.su.se](http://mitt.su.se) and select Order a University Card. When you activate your account by yourself or with help from the Helpdesk it will be automatically credited with 10 SEK. You can then add more money by going to [mitt.su.se](http://mitt.su.se). Enter the address the card is to be sent to and it will then be sent to that address by post.

Instructions to help you are available at: [support.it.su.se](http://support.it.su.se). If you have IT questions please contact the Helpdesk; E-mail: [helpdesk@it.su.se](mailto:helpdesk@it.su.se), telephone: +46(0)8-16 19 99.

### The Stockholm University Library

On the university library website ([www.sub.su.se](http://www.sub.su.se)) you will find all you need to know about borrowing books, opening times, electronic resources, services and all of the other things offered by the main library and the eight branch libraries. The main library is at Campus Frescati and is connected to the Södra huset building. On Thursday 19 January you are welcome to attend an introduction to the main library. It will be held at 2 pm and takes 55 minutes. You will be given information about the library services available via [www.sub.su.se](http://www.sub.su.se) and you will be shown how to search for, order and borrow literature. The introduction also ends with a guided tour around the library.

### The Student Centre

The Student Centre is a focal point for student services and is located in the Södra huset building, Universitetsvägen 10-14, building A, floors 2, 3 and 4. The Student Services support facilities are centralised here and include:

### **Student Information Desk (floor 4)**

Here you can collect information and ask questions about things concerning your studies, for example admissions, entrance examinations (scholastic aptitude tests), foreign exchange studies, grants, degree examinations, student support and much more. Opening times are Mondays, Wednesdays and Thursdays 10 am – 3 pm, Tuesdays 10 am – 6 pm and Fridays 10 am – 1 pm.

### **General Study and Career Counselling (floor 4)**

Study and careers counsellors offer information and guidance about studies and the job market. Counselling takes place in the form of one-to-one or in groups, via telephone or E-mail. The Careers Centre organises activities such as seminars and company visits. The Careers Centre web pages also advertise job vacancies, job placement web-sites etc. For more information please visit: [www.su.se/english/study/student-services](http://www.su.se/english/study/student-services).

### **Services for Disabled Students (floor 3)**

If you have a functional disability (including dyslexia) you can receive special academic support during your period of study. Contact the Student Services section Services for Disabled Students for more information. Students with dyslexia should telephone: +46(0)8-16 21 11. Students with other functional disabilities should use telephonenumber +46(0)8-16 21 23 or +46(0)8-12 07 67 57. There is more information available at: [www.su.se/utbildning/studieinformation/studera-med-funktionshinder](http://www.su.se/utbildning/studieinformation/studera-med-funktionshinder).

### **Stockholm Student Health Unit (rooms B 4117-4120)**

The Student Health Unit can help you with different medical and psychological issues during your study period. You can contact the Student Health Unit for an appointment by calling during telephone opening hours or by visiting the drop-in clinic. You are welcome to attend the outpatient clinic at the university on Mondays and Wednesdays between 1 pm and 3 pm in building B. For more information please visit: [www.studenthalsanistockholm.se](http://www.studenthalsanistockholm.se)

### **Equal Opportunities Coordinator (floor 4)**

The work of the Equal Opportunities Coordinator is governed by the Law on Equal Opportunities, particularly where it pertains to the areas of education and students. If you as a student feel that you have been the victim of discrimination or harassment due to your gender, gender identity or expression, ethnicity, religious beliefs or faith, sexual orientation, disability or age you can turn to the university's Coordinator for Equal Opportunities. For more information please visit: [www.su.se/jamlikhet](http://www.su.se/jamlikhet).

## **Stockholm University Student Unions**

The purpose of a student union is to represent the common interests of students. The most important assignment of a student union is to guarantee that students are able to influence their education, but student unions also have a major role in the social aspects of university life. Stockholm University has four student unions, one large and three departmental student unions.

### **Stockholm University Student Union (SUS)**

SUS is one of Sweden's largest student unions with over 22,000 members. The SUS staff includes Student Governance Officers, an Educational Environment Advocacy Secretary, a PhD Student Ombudsman and two Student Ombudsmen. They are here to help you influence your education, as well as being a support system for students who feel that they have been treated unjustly. The Student Union also employs International Student Coordinators and they arrange a wide variety of activities and events for international students. There is also an International Students Advocacy Secretary whose job is to give extra support to international students. To enrich student life on campus, SUS helps by supporting student associations and clubs. Further, the student newspaper, Gaudeamus, serves as a source of information and outreach to all students, with information in both Swedish and English.

A Student Union Membership costs 80 SEK and entitles you to student discounts on everything from course textbooks to coffee, public transportation and gym facilities. In addition, union members get access to SSSB's waiting list with more than 8 000 student rooms and flats around Stockholm. As a Student Union member you get the membership card, Campuskortet, which serves as a student ID card. For more information about the Student Union please visit: [www.sus.su.se/en](http://www.sus.su.se/en)

### **Student Union for Social Work in Stockholm (SSAS)**

SSAS is a student union for those studying at the Department of Social Work. For more information please visit: [www.sveaplanet.se](http://www.sveaplanet.se)

### **Student Union at the Department of Journalism, Media and Communication (JMK Student Union)**

For students studying journalism, media and communication at JMK. For more information please visit: [www.jmkstudent.se](http://www.jmkstudent.se)

### **Student Union DISK**

DISK is the student union for those studying computer and systems sciences. For more information please visit: <http://disk.su.se>.

## Start of term check-list

Follow the steps below to register, get computer access, a University Card and IT services and, if necessary, obtain a student ID card as fast as possible.

1. Visit the Helpdesk for activating your University Account and to get the University Card. Helpdesk is located inside the computer hall in the building Lantis at Frescati. You need to bring a photo ID and your P- or T-number (for more information and opening hours: [www.su.se/english/study/university-account](http://www.su.se/english/study/university-account)).
2. Login on [mitt.su.se](http://mitt.su.se) (choose In English in the upper right corner) and then select My Studies to register yourself with the department you will study at.
3. Check that your postal address is correct in the university register (use the web service My Studies at <https://minastudier.su.se>).
4. If you would like to, you can join one of the four student unions at Stockholm University (website addresses are on the previous page).

Now you are ready to commence your studies at Stockholm University. Good luck!

# Orientation Day Spring term 2012

At Stockholm University we offer a joint Orientation Day for all international students.

**Date: 16th of January, 2012, 16:00-20:00**

**Venue: Aula Magna, Stockholm University**

The International Office conducts additional activities for Exchange students. For details go to [www.su.se/english/study/exchange-students](http://www.su.se/english/study/exchange-students) and click on the link for Orientation Week.

The majority of the University buildings are located within the area bordered by Sveaplan in the south to the Bergius Botanic Garden in the north.

### Frescati:

- Underground stop Universitetet (on the Mörby Centrum red line)
- Bus 40 or 70 (boarding at Odenplan for example). The University stops are Universitetet Södra and Universitetet Norra

### Konradsberg:

- Underground stop Thorildsplan (on the Hässelby strand green line)
- Bus 1, 49 or 62. The stop for the university is Rålambsvägen
- Bus 4, 40 or 77. The University stop is Västerbroplan

### Student Centre

Stockholm University, SE-106 91 Stockholm, Sweden.  
Visiting address: Universitetsvägen 10-14, Södra huset, building A, floors 3 and 4  
Telephone: +46(0)8-16 20 00, Telefax: +46(0)8-612 41 09, E-mail: [studentavdelningen@studadm.su.se](mailto:studentavdelningen@studadm.su.se)



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