



## Fact Sheet 2018/2019

### Institutional Details

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

### Head of Institution

|           |  |
|-----------|--|
| Name      | Prof. Sigbritt Karlsson                          |
| 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<br>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> |

### General inquiries on exchange 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 2018 | August 27 <sup>th</sup> , 2018 – January 14 <sup>th</sup> , 2019 |
| Spring term 2019 | January 15 <sup>th</sup> , 2019 – June 4 <sup>th</sup> , 2019    |

### Arrival Days for exchange students

|                  |   |
|------------------|---|
| Autumn term 2018 | August 1 <sup>st</sup> , 2018 (students attending Intensive Swedish language course), August 18 <sup>th</sup> and 19 <sup>th</sup> (other students) |
| Spring term 2019 | Mid-January, 2019   |

### Study Periods – Autumn semester

|                          |   |
|--------------------------|---|
| <b>Study period 1</b>    | August 27 <sup>th</sup> – October 12 <sup>th</sup> , 2018         |
| Own work                 | October 15 <sup>th</sup> – October 18 <sup>th</sup> , 2018        |
| Examinations             | October 19 <sup>th</sup> – October 26 <sup>th</sup> , 2018        |
| <b>Study period 2</b>    | October 29 <sup>th</sup> – December 14 <sup>th</sup> , 2018       |
| Own work/Re-examinations | December 17 <sup>th</sup> – December 20 <sup>th</sup> , 2018      |
| Own work/Christmas break | December 21 <sup>st</sup> , 2018 – January 4 <sup>th</sup> , 2019 |
| Examinations             | January 7 <sup>th</sup> – January 14 <sup>th</sup> , 2019         |

### Study Periods – Spring semester

|                          |  |
|--------------------------|--|
| <b>Study period 3</b>    | January 15 <sup>th</sup> – March 4 <sup>th</sup> , 2019                      |
| Own work                 | March 5 <sup>th</sup> – March 7 <sup>th</sup> , 2019                         |
| Examinations             | March 8 <sup>th</sup> – March 15 <sup>th</sup> , 2019                        |
| <b>Study period 4</b>    | March 18 <sup>th</sup> – May 20 <sup>th</sup> , 2019                         |
| Study period             | March 18 <sup>th</sup> – April 12 <sup>th</sup> , 2019                       |
| Own work/Re-examinations | April 15 <sup>th</sup> – April 18 <sup>th</sup> , 2019                       |
| Study period             | April 21 <sup>st</sup> – May 20 <sup>th</sup> , 2019                         |
| Holiday                  | April 19 <sup>th</sup> , April 22 <sup>nd</sup> , May 1 <sup>st</sup> , 2019 |
| Own work                 | May 21 <sup>st</sup> – May 24 <sup>th</sup> , 2019                           |
| Examinations             | May 27 <sup>th</sup> – June 4 <sup>th</sup> , 2019                           |
| Holiday                  | May 30 <sup>th</sup> , June 6 <sup>th</sup> , 2019                           |
| Own work/Re-examinations | June 5 <sup>th</sup> , June 7 <sup>th</sup> – June 8 <sup>th</sup> , 2019    |

## 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 is made in two steps, including a request for assistance in finding accommodation and application for Swedish language courses at KTH. Once all fields are completed, the student submits the application and will then receive a confirmation, including information **on how to complete the second part of the application**. Documents to be up-loaded into the application system are the following:

- **Clear and recent passport-size photo in JPEG;**
- **Scanned copy of personal page in passport**, valid for at least 6 months from the commencement of your studies at KTH, **in PDF-format**. For EU/EEA citizens national ID card is also accepted if it clearly indicates the student's citizenship and the card's expiration date, in a **PDF-format**;
- **A transcript of records**, i. e. list of completed courses at the university level, from both the Bachelor's (e.g. Bachelor's certificate, classes préparatoire or similar) and Master's level, signed and stamped by responsible person at the home university;
- **A list of courses currently pursued** and planned to be completed before starting the exchange studies at KTH;
- **Learning agreement**, approved, signed and stamped by responsible person at the home university;
- **Nomination form**, approved, signed and stamped by responsible person at the home university.

**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 before the following deadlines:

**April 16<sup>th</sup>** for studies/project work starting in August/September or later in the autumn.

**October 16<sup>th</sup>** for studies/project work starting in January or later in the spring.

**Please note:** Applications can **not** be made after the deadlines above and 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>

Exchange students are asked to take a minimum of 50 % of the credits within one specific school at KTH, the one with which the agreement is signed, and provided that the students 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.

Exchange students are welcome to perform a final degree project at KTH. However, there is **no** service provided at KTH to match student requests with on-going research projects. A student who wants to

carry out a project must on own behalf contact the research group or professor directly and make the arrangement with that professor/group before applying. After following these steps, the student can apply through the same on-line application link as 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 full-time studies 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 admittance 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  
F= Fail

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".

Some courses are only giving the P/F grade, please see grading scale for the course in the course description: <http://www.kth.se/student/kurser/sokkurs?l=en> UK

In 2015 KTH changed the **grading** of the Final Degree Project (30 ECTS). All Degree Projects, both on Bachelor and Master level, are now awarded a **Pass** or **Fail** grade only.

### 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 are offered along with the rest of the major studies. The course catalogue for Swedish language courses is available in 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/for-master-och-utbytesstudenter> The Swedish courses are divided into different levels. If the student has some previous knowledge of Swedish, it is compulsory to make a placement test to establish 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*, which is sent directly to the student. Please follow this advice, 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 (see below) 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

**It is very important that all international students have complete insurance coverage for their entire stay in Sweden.** Consequently, KTH asks all international students to have a complete insurance cover when arriving to KTH. **Important areas that the insurance should cover are: personal injury, medical and dental care, accidents, personal belongings (luggage etc.), liability coverage, legal expense coverage, home transportation (in case of injury or illness).** As a compliment the student is covered by the Student IN insurance provided by Kammarkollegiet: <http://www.kammarkollegiet.se/en/insurance-students-and-state-employees/student-insurance/student-exchange-students-sweden>

### **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. Please note the **“EU-card” is only covering health care.** The complete insurance would need to cover 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 KTH Entré at Drottning Kristinas väg 4 (Campus Valhallavägen). KTH Accommodation rents rooms for exchange students in student housing buildings (dormitories) or rented in apartment houses. The rooms are located in central Stockholm as well as in the suburbs of the city. KTH can only offer this service to a limited number of 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 on line application for exchange studies at KTH. Then the KTH Accommodation will contact the student directly about the request; confirmation about an allocated room 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:

<https://www.kth.se/en/student/studentliv/accommodation/accommodation-exchange/arrival-and-keys-1.9900> 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. Introductions are scheduled for the beginning of August, late August and mid-January. Further information is sent to the students together 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*. *Social and International Relations* is an organisation within THS aiming to help international students to 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 registering with the international coordinator at the school to which the student has applied and been admitted (usually during the information/welcoming meeting at the school).

## E-mail address/account at KTH

All KTH students receive a personal e-mail account. Information about the account is given during the KTH Arrival Days. Students also get an access card to the KTH premises, which is to be kept as a valuable.

## KTH Organization

As part of a reorganization at KTH in January, 2018, ten academic schools have merged into five:  
 - the School of Computer Science and Communication (CSC), the School of Electrical Engineering (EES) and the School of Information and Communication Technology (ICT), will be integrated into the new School of Electrical Engineering and Computer Science (EECS);

-the School of Biotechnology, the School of Chemistry and the School of Technology and Health, have merged into the new School of Engineering Sciences in Chemistry, Biotechnology and Health (CBH).

The educational offerings, courses and programmes, will however **not be changed** during the upcoming academic year 2018/19 and exchange agreements will remain as they are for the time being. This means that **the merger will not affect the application round for 2018/19** and your applying students will still apply according to the old school structure in April and October, 2018.

## 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 and E-mail addresses  |
|---|--|---|
| <b>School of Architecture and the Built Environment (ABE)</b>       | Mr. Martin Sjöstrand<br>(Architecture)   | Phone: +46 8 790 8543<br><a href="mailto:incomings@arch.kth.se">incomings@arch.kth.se</a>   |
|   | Erika Charpentier<br>Sofia Norlander<br>(Built Environment)                              | Phone: + 46 8 790 8064<br>Phone: +46 8 790 8074<br><a href="mailto:international.exchange@abe.kth.se">international.exchange@abe.kth.se</a> |
| <b>Chemistry, Biotechnology and Health (CBH)</b>                    | Mr. David Grenot<br>(Chemistry, Biotechnology)   | Phone: +46 8 790 7169<br><a href="mailto:exchange-chebio@che.kth.se">exchange-chebio@che.kth.se</a>   |
|   | Ms. Zofia Laine<br>(Health)<br>Hälsövägen 11c 7 <sup>th</sup> fl.,<br>SE-141 52 Huddinge | Phone: +46 8 790 9744<br><a href="mailto:zofial@kth.se">zofial@kth.se</a>   |
| <b>School of Engineering Sciences (SCI)</b>                         | Ms. Elin Wiljergård Plith  | Phone: +46 8 790 7163<br><a href="mailto:exchange-in@sci.kth.se">exchange-in@sci.kth.se</a>   |
| <b>School of Electrical Engineering and Computer Science (EECS)</b> | Ms. Manja Schubert<br>(Electrical Engineering)   | Phone: +46 8 790 6364<br><a href="mailto:exchange@ee.kth.se">exchange@ee.kth.se</a>   |
|   | Ms. Sara Sjögren<br>(ICT)<br>Electrum 229<br>SE-164 40 Kista                             | Phone: +46 8 790 4239<br><a href="mailto:exchange@ict.se">exchange@ict.se</a>   |
|   | Mr. Christian Todoran<br>(Computer Science)  | Phone: +46 8 790 3717<br><a href="mailto:csc-exchange-in@kth.se">csc-exchange-in@kth.se</a>   |
| <b>School of Industrial Engineering and Management (ITM)</b>        | Ms. Shorok Lindgren  | Phone: +46 8 790 7068<br><a href="mailto:incoming@itm.kth.se">incoming@itm.kth.se</a>   |