



PRACTICAL GUIDE 2014

BTH

BLEKINGE INSTITUTE OF TECHNOLOGY



Dear student,

Congratulations to your study place at Blekinge Institute of Technology. I'm honoured that you have chosen BTH for your education. I hope you will find your time here rewarding both for your studies and for your personal well-being. This book contains practical information that I hope will be useful to you.

Once again, welcome to BTH!



Anders Hederstierna
Vice-Chancellor



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ABOUT BTH

Blekinge Institute of Technology is one of the most distinctly profiled universities in Sweden. The profile is applied IT and innovation for sustainable growth.

BTH offers quality education and training in creative and modern surroundings, together with an attractive environment strategically located by the Baltic Sea. This makes BTH one of the top university among all Swedish higher education institutions in terms of the number of applications received each year from international students.

INTERNATIONAL AND CULTURAL ENVIROMENT

Among the 5,100 registered students there are currently more than 440 international students. Most of these students apply for our master's programmes offered in English. The students, together with the staff, represent around 70 different countries.

BTH works proactively with internationalisation at home (IaH), by developing study programmes with an international focus, by co-operating with important bodies in the surrounding region (companies, municipality, etc) and by organising social activities to enhance our multicultural environment.

RESEARCH

At BTH there is research in a large number of areas, ranging from health

sciences to mathematics and engineering. All research is marked by BTH's applied IT profile.

In 1999, BTH got the right to give doctoral degrees in engineering. Today we run doctoral level study programmes in "IT with applications" and "Planning and Management".

BTH IN THE RANKING LISTS

BTH is ranked number six in the world, and number one in the EU, among the top universities in the field of systems and software engineering by the "Journal of Systems and Software". BTH professor Claes Wohlin, is for the fourth time, ranked among the 15 most published researchers in the world in the field of systems and software engineering.

BTH has been named the best university in Sweden, and third best in Europe, in sustainable development, by the EESD report issued by the Alliance for Global Sustainability.



THINGS THAT NEED TO BE DONE

Here are some things you need to look into and think about before you arrive in Sweden and to BTH.

On www.bth.se/eng/education you will find information about tuition fee, right of residence and national registration. We also recommend you to visit the website of Swedish Migration Board for more and updated information.

TUITION FEE

Students with citizenship in the European Union (EU), the European Economic Area (EEA) and Switzerland are exempted from paying the application and tuition fees while applying for education in Sweden.

Students with citizenship in a country *outside* the EU/EEA and Switzerland will be required to pay application and tuition fees. The application fee is 900 SEK (Swedish kronor). The tuition fee for studying at BTH for the academic year 2014/2015 is 100,000 SEK (Swedish kronor) for an academic year including 60 credits or 50,000 SEK per semester including 30 credits.

If you are required to pay the tuition fee, the first payments should be made in advance. The deadline for the autumn of 2014 payment is stated on your requisition from BTH. If you have been granted a scholarship, the amount awarded will be reduced from your requisition accordingly. For example if you have been awarded a 50% scholarship, your requisition will only include half of the tuition fee due for that semester. Once the tuition fee for the first semester is paid, you can apply for your residence permit through the Swedish Migration Board.

RIGHT OF RESIDENCE

EU/EEA citizens are exempted application and tuition fees. They have the right of residence in Sweden, which includes that they may study without a residence permit. However, these students must register with the Swedish Migration Board no later than three months after entering the country. The application form is available at the Swedish Migration Board. If you have any questions these can only be answered by the Swedish Migration Board. Do not forget to bring the European Health Insurance Card.

Students that are citizens in countries *outside* of the EU/EEA and plan to study in Sweden for longer than three months must apply for residence permits at the Swedish embassies or consulates in their home country. The permit must be entered in the student's passport before his/her arrival in Sweden. The Notification of Selection Results received on University admissions is a valid letter of acceptance and must be submitted with the

residence permit application.

NOTE! You have to pay the entire fee for the first semester in advance in order to obtain residence permit. BTH is required to notify the Swedish Migration Board when the payment has arrived in order for them to be able to grant students their residence permits.

Make sure that you apply for a residence permit immediately after receiving the Notification of Selection Results. The application form is available at the Swedish Migration Board. If you have any questions regarding your residence permit application, these can only be answered by the Swedish Migration Board or the Embassy where you submitted your application.

In case this application process is delayed and you do not manage to arrive at BTH within the deadline for arrival, you have to contact your department in order to keep your study place. Some programmes have different deadlines, make sure you find out which it is for your programme. If you arrive too late you may be denied to start your studies. You will find contact information in your welcome letter.

LETTER OF ADMISSION FOR EXCHANGE STUDENTS

All exchange students receive a Letter of Admission from Blekinge Institute of Technology. This document is a valid letter of acceptance and must be submitted with the residence permit application.

NATIONAL REGISTRATION

Students staying in Sweden 12 months or longer are entitled to national registration and will get a Swedish personal identity number. This registration is done at the local tax office in Karlskrona. Note that you should register at the tax office as soon as possible after the starting date of your residence permit. You must bring your passport, letter of admission and you must have an address in Sweden before you apply. The national registration gives you access to health care in Sweden at the same cost as Swedish citizens.

Useful links: Swedish Migration Board: www.migrationsverket.se
University admissions: www.universityadmissions.se
Tax office: www.skatteverket.se



STUDENT HEALTH INSURANCE

Before you arrive in Sweden and BTH, make sure that you have adequate health insurance coverage.

Depending on a student's residence permit, admission or citizenship, there are different categories of student health insurance at BTH. The following is a description of which students who belong to which category:

- Exchange students (students accepted to an exchange programme at BTH) are covered by a collective health insurance financed by BTH. The terms for the insurance are available at Kammarkollegiet.
- EU/EEA citizens are entitled to access public medical services if they are registered at the social insurance office in their home countries. All persons registered at the social insurance office will be issued a European Health Insurance Card (EHIC). In order to receive medical attention in Sweden, EU/EEA citizens need to bring this card with them.
- Students staying at BTH for 12 month or more, and having a valid residence permit to prove this are entitled to the national registration at the

Swedish tax office. This registration signifies that all new students have to visit the Swedish tax office as soon as they arrive in Sweden, in order to receive a Swedish personal identity number. With national registration international students have access to health care in Sweden at the same cost as Swedish citizens.

- Students staying in Sweden less than 12 month will be covered by a collective health insurance financed by BTH. The terms for the insurance are available at Kammarkollegiet.

MEDICAL TREATMENT

If you have any questions about medical treatment or how to see a doctor in Sweden please contact our nurse Anna Holmgren anna.holmgren@bth.se.

Useful links: Kammarkollegiet: www.kammarkollegiet.se
Study in Sweden: www.studyinsweden.se



PROPERTY INSURANCE (home insurance)

BTH recommends all students to individually purchase property insurance (hemförsäkring) from a Swedish or international insurance company. Personal property refers to your personal things that are not covered by any insurance at BTH, e.g. clothing, jewellery, bicycles, computers, cameras etc.

STUDENT HEALTH SERVICE AT CAMPUS

All students at BTH have access to the student health service at BTH (nurse, counsellor, etc.). If you have any issues or problems in connection to your studies or to your health, you are welcome to contact the Student Health Service. The staff at the Student Health Service is all governed by professional secrecy. You can always see our nurse for consultation and she can advise you if you should see a doctor and how to make an appointment.

ACADEMIC YEAR

The academic year consists of two semesters and each semester is divided into two study periods: the autumn semester (study period 1 and 2) and the spring semester (study period 3 and 4).

AUTUMN SEMESTER 2014

Week
36 – 03

1st September – 18th January

Study period 1
week 36 – 44
(1/9 – 2/11)

Study period 2
week 45 – 03
(3/11 – 18/1)

SPRING SEMESTER 2015

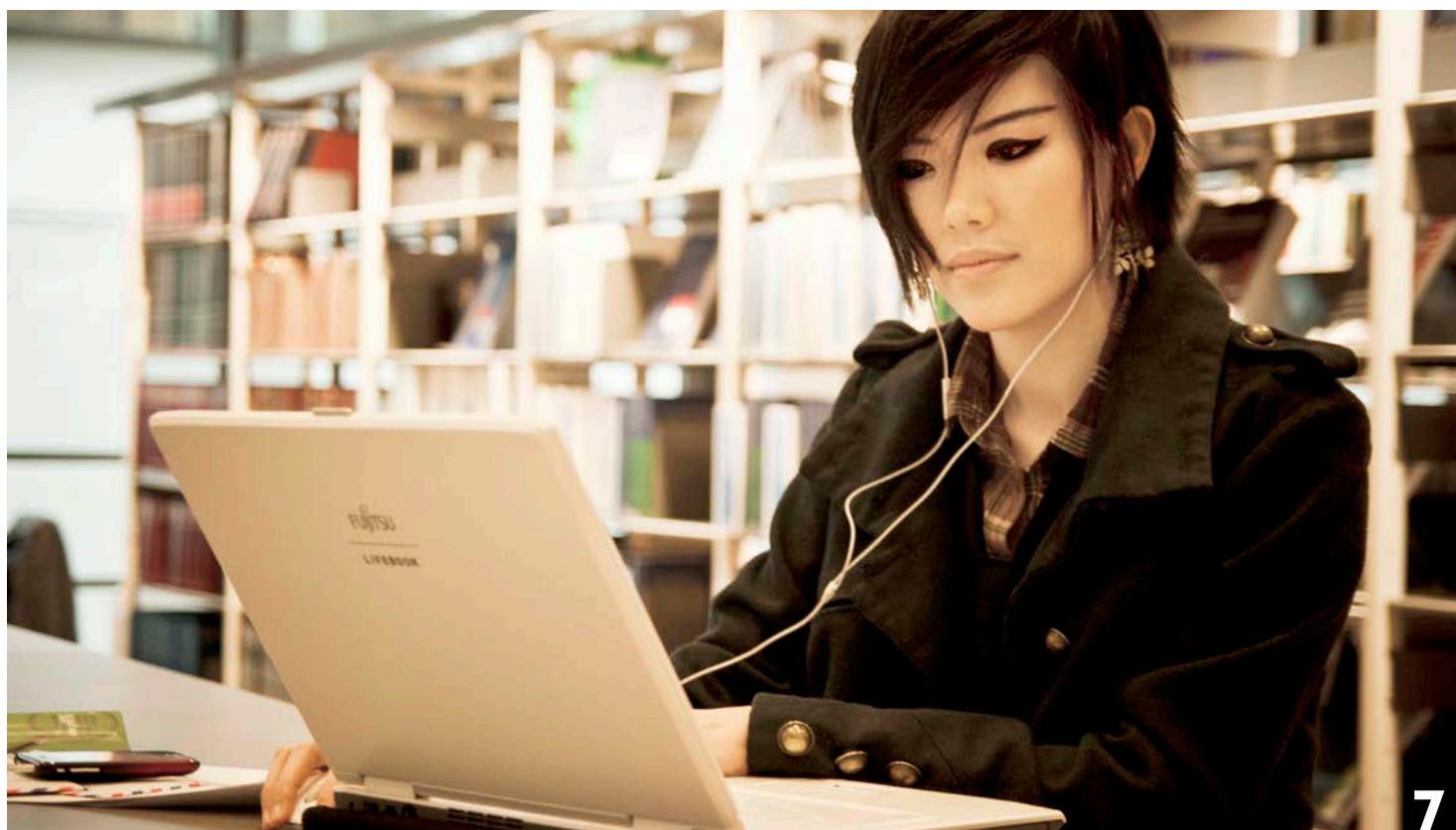
Week
04 – 23

19th January – 7th June

Study period 3
week 4 – 13
(19/1 – 29/3)

Study period 4
week 14 – 23
(3/3 – 7/6)

Note that there is no official Christmas break at Swedish universities. The autumn semester runs from August to January.



COST OF LIVING

As student, you need to keep track of your cost of living

Please note that when applying for a residence permit, you must prove to the Swedish Migration Board that you will have a guaranteed sum of money at your disposal throughout the entire period of your studies. The amount, SEK 7,300 per month for ten months of the year, is set by the Swedish Migration Board.

A sample monthly budget is as follows:

Food: SEK 2,000

Accommodation: SEK 3,500

Local travel: SEK 560

Telephone/internet: SEK 300

Insurance, medical care and hygiene: SEK 300

Hobby/leisure, miscellaneous: SEK 1000

Total: SEK 7,660

Read more about cost of living at the website Study in Sweden.

BANK ACCOUNT

Only students with a Swedish personal identity number are entitled to open a Swedish bank account. The Student Union is responsible for assistance in opening accounts. Send your inquiry to bank@bthstudent.se. More contact information and opening hours may be found on the Student Union website.

Students staying at BTH less than 12 months will not have the possibility to open a Swedish bank account. These students must have a VISA/Mastercard/Travel Card from their home countries and/or have the possibility to use the internet transaction services through their home bank accounts in order to make payments in Sweden. It is also possible to send and receive a money order through the Western Union Bank offices.

Because of the transaction and conversion fees involved in frequent international transactions, students in this situation should be prepared to handle their expenses in cash. The Forex office allows international customers to open a limited savings account. They also provide a service for the payment of bills using cash, but take an administrative fee for doing so. Questions? Please contact bank@bthstudent.se.

WORK WHILE STUDYING

A student with a residence permit is allowed to work while studying. It is, however, hard to find a job that does not demand that you are fluent in Swedish.

Additionally, you should spend 40 hours/week studying including classes, laboratories and self-study time. This leaves little time left for work as well. You should not plan on finding a job to support yourself financially during your stay in Sweden.



Useful links: Study in Sweden: www.studyinsweden.se
Blekinge Student Union: www.bthstudent.se
Forex: www.forex.se/en/

STUDENT ACCOMMODATION

Finding the most suitable place to live can sometimes take a while, so you should give yourself plenty of time to make all the necessary arrangements before leaving for Sweden.

In order to find an accommodation from a housing company, you have to make an online application or send an email to the housing company.

The Blekinge Student Union can provide you with information for accommodation in Karlskrona and Ronneby. For more details please visit the Blekinge student union website: www.bthstudent.se/en. Here you can find links to the different landlords that offer special housing for students, but also a link to a list with all the landlords. If you are going to study at Karlskrona, you can choose to live in Ronneby, it takes about 20 minutes by train. Do you have any general questions about housing? Please send the Student Union an email at bostad@bthstudent.se.

If you have not applied for housing before your arrival, you may have to stay a considerable time in a hostel before you can get a student room. For hotel facilities in Karlskrona please see the website Visitkarlskrona.

WHEN YOU APPLY FOR AN APARTMENT REMEMBER TO CHECK:

- How much the rent is.
- What is included in the rent (for example internet, electricity).
- If you are allowed to live together with friends.
- If it's a shared kitchen/bathroom or not.
- If the apartment is furnished or not



It is your own responsibility to make arrangements for your housing and make sure that you are aware of the living rules given by the housing company!

Useful links: Living in Karlskrona: www.visitkarlskrona.se
Living in Ronneby: www.visitronneby.se
Blekinge Student Union: www.bthstudent.se
BTH website: www.bth.se/eng
Study in Sweden: www.studyinsweden.se/

SOCIAL ACTIVITIES AT BTH

You can take the opportunity to integrate with BTH students and staff by taking part in different social activities.

Our intention is to get the benefit from the multicultural environment within the university and learn about different cultures, values and ways of living in the world.

Erasmus student network (ESN) is a non-profit student organization with a mission is to help international students at BTH as well as to prepare outgoing students. Their contact address is: info@esnbtb.org

The Institute of Electrical and Electronics Engineers (IEEE) student branch was formed in November, 2012 and it has conducted more than five events so far that have been largely appreciated by many students and staff. The branch is open to all students at BTH.

The sports group at BTH is called "KIDS", Karlskronas Idrottssektion. KIDS offers activities such as badminton, cricket, floorball, indoor soccer, basketball and volleyball. KIDS can also act as a contact between students and other sport organizations in Karlskrona.

The project Student Region Blekinge wants to enhance your time as a student at BTH, whether it is about improving the learning environment or to organize events where you can socialize with other students at BTH or meet companies and representatives in Blekinge.

STUDENT UNION

The Blekinge Student Union (Blekinge studentkår), is an organization by students, for students. They make sure to represent the social and academic interests of their members and play an active role in shaping the education at all levels within the university. The Student Union has a number of social committees that manages student pubs, a school magazine and a computer society.

Useful links: KIDS: www.kids.bthstudent.se

Blekinge Student Union: www.bthstudent.se

Tourist website: www.visitblekinge.se

PRACTICAL ISSUES

BANK HOLIDAYS

The majority of establishments in Sweden are closed on Midsummer's Day, Christmas Eve, Christmas Day and New Year's Day. This applies to shops, banks, museums and restaurants.

For the rest of the year, Sunday hours apply to public holidays. A few restaurants are closed on Sundays and public holidays. Museums have their busiest days on public holidays – with the above exceptions.

ELECTRICITY

Main electricity in Sweden is 220 volts and 50 cycles (Hz).

OPENING HOURS

Most of the shops are open weekdays 10 am – 6 pm

Saturdays 10 am – 2 pm and usually closed on Sundays.

The large department stores are usually open 8 am – 20 pm all days.

SMOKING

Smoking is not allowed in public places such as restaurants, bank offices, shops or any other public buildings.

TIME AND DATES

Sweden is on Central European Time (CET), i.e. one hour ahead of Greenwich Mean Time. Dates are usually written year/month/day, i.e. 140415 (April 15, 2014).

CREDIT CARDS

Major credit cards are widely accepted throughout Sweden at banks, hotels, stores, restaurants, taxis, car rental companies, and for air, ship and rail tickets. You may get cash with your Visa, MasterCard, Maestro or Cirrus card at any ATM ("Bankomat").

MONEY EXCHANGE

Cash can be exchanged into other currencies at the Forex office in Karlskrona. Exchange money offices can be found in Karlskrona, at Stockholm Airport, Copenhagen Airport, as well as at Malmö and Stockholm train stations.



CHECKLIST

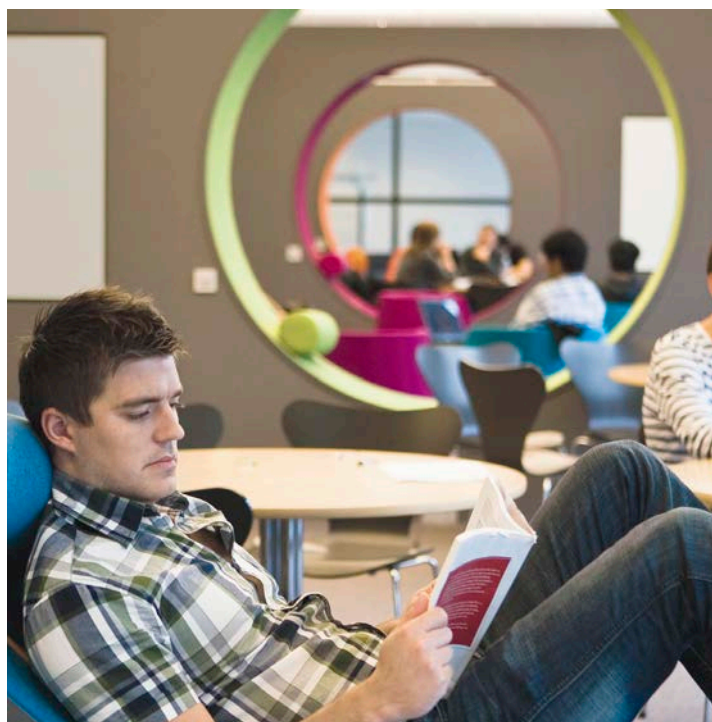
BEFORE YOUR ARRIVAL

- ☒ Make arrangements for your housing.
- ☒ Pay the first instalment of your tuition fee (if required) after receiving the Notification of Selection Results and welcome letter from BTH.
- ☒ Apply for residence permit (if required) as soon as you have received the Notification of Selection Results.
- ☒ Remember to bring your European insurance card (for European students).
- ☒ Be sure to check your email for your login.
- ☒ Bring your VISA/Master card or Travel card.
- ☒ Bring your original documents (diploma and transcripts). NOTE! All students need to show their original documents when applying for BTH degree certificate.
- ☐ Check arrival and enrollment dates for your programme. NOTE! Each programme is different, so please carefully follow the instruction for your programme given in the welcome letter from BTH or on the programme's website.
- ☐ If you are not able to arrive at BTH within the deadline for arrival for your programme, you must contact your department in order to keep your study place. If you arrive late, you will find contact information in your welcome letter or on the programme's website. (www.bth.se/hitta)

If you have problems with your login or other computer related problems, please contact IT help desk.

UPON YOUR ARRIVAL AT BTH

- ☐ Get a BTH card and "Handbook for international students" at the Student help desk.
- ☐ Register in the Student Portal and make sure you find your courses in Itslearning.
- ☐ If required, show your original documents (for example if you have conditional admission) at the Student help desk.
- ☐ Apply for a Swedish social security number at the tax office in order to get national registration (only for students who have a residence permit for more than one year).
- ☐ Remember to sign the accommodation contract and pick up your key at your housing company.
- ☐ Attend available welcome meetings.



Useful links: IT help desk: www.studentportal.bth.se
Student help desk: www.studentportal.bth.se
Itslearning: www.bth.se/lms
BTH card: studentportal.bth.se

For questions regarding applications and admission contact: www.bth.se/utb/supportutben

For general questions contact: studentcenter@bth.se.



HOW TO GET TO KARLSKRONA



BY TRAIN

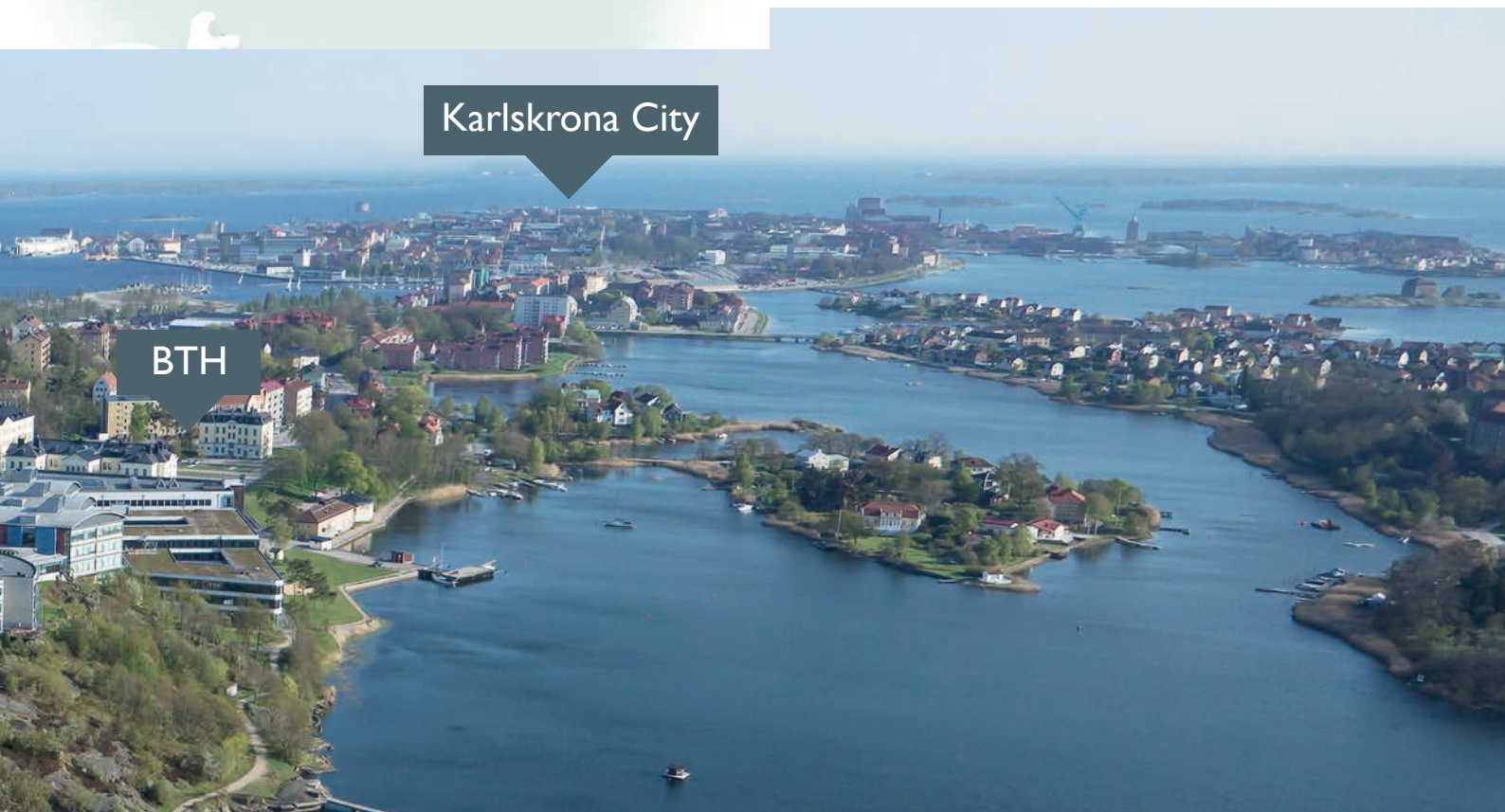
BTH can easily be reached by train from Copenhagen (capital of Denmark) or Stockholm (capital of Sweden). A one way trip from Copenhagen Airport to Karlskrona train station usually takes approximately three and a half hours and is a direct connection without any train changes. A one way trip from Stockholm central train station to Karlskrona usually takes five hours and includes two train changes. Information about how to make a reservation can be found on the website: SJ: www.sj.se

BY AIRPLANE

If you wish to fly to Blekinge, make your reservation to Ronneby/Kallinge Airport (30 km from Karlskrona), on SAS or Blekingeflyg. There are airport buses (flygbussar) that will take you from the airport to Karlskrona (40 min). These buses correspond to each incoming flight from Stockholm. Information about how to make a reservation can be found on the website: SAS: www.flysas.com or Blekingeflyg: www.blekingeflyg.se

HOW TO GET TO CAMPUS

If you reach Karlskrona by train or airport bus, ask for directions to "Centrum Karlskrona". It is situated on walking distance from the train station. Take bus number 1 or 7 and get off at the bus stop called "Högskolan Gräsvik".



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