



UPPSALA  
UNIVERSITET

# Department of Business Studies

## Guide for visiting students

### Autumn semester 2018

Uppsala University



## Addresses and telephone numbers

**Mailing address:** Dept. of Business Studies  
Uppsala University  
Box 513  
SE-751 20 Uppsala  
Sweden

**Visiting address:** Kyrkogårdsgatan 10 C (Ekonomikum)  
**Telephone no.:** +46 (0)18 471 00 00 (telephone)

### **The International Mobility Office**

**Opening hours:** Monday, Tuesday, Thursday: 10-12 am  
Wednesday: 12.30-14.30 pm  
Friday: closed

**Staff:** Jenny McKeever, International Coordinator (Outside EU)  
Telephone no.: +46 (0)18 471 68 01  
E-mail: [incoming@fek.uu.se](mailto:incoming@fek.uu.se)

Julia Conte, International Coordinator  
(EU, EEA)  
Telephone no.: +46 (0)18 471 14 07  
E-mail: [incoming@fek.uu.se](mailto:incoming@fek.uu.se)

Dr. James Sallis, Director of International Exchange  
Telephone no.: +46 (0)18 471 1602  
E-mail: [james.sallis@fek.uu.se](mailto:james.sallis@fek.uu.se)

### **The Department of Business Student Desk**

**Opening hours:** Monday-Tuesday, Thursday: 10 am-12.30 pm  
Wednesday: 12.30-3 pm  
Friday: Closed

The background of the page features a large, faint watermark of the Uppsala University seal. The seal is circular with a sunburst at the top and the word "VERITAS" (part of "VERITATIS") visible in the center.

**Dear Student,**

## **Welcome to Uppsala and the Department of Business Studies.**

We hope that your stay in Uppsala will be a great new experience and give you valuable knowledge and contacts useful in your future career. In this guide you will find a lot of information concerning your stay here.

## **The Department of Business Studies**

The Department was founded in 1958. With 2500 registered students and 150 employees it is one of the largest at Uppsala University.

## **The International Mobility Office**

The international coordinators of the programme, deals with the administration of visiting students. Refer to them if you have any questions regarding courses and practical matters. Please note that the teachers are not involved in the administrative issues of the courses.

## **The Department of Business Student Desk “FEK expeditionen”**

The person at “FEK expeditionen” will help you with general information.

## **Courses**

We offer a range of courses in English in our international programme. **Please note that course changes are not possible as we do not have an “add and drop” system.** You can only follow the courses that you have been admitted to already.

Regarding course schedules you will find these on our web site [www.fek.uu.se](http://www.fek.uu.se) or in the student portal. Some lectures/seminars are compulsory, so please make sure that you attend. Those of you who have been admitted to courses in other departments will find the schedules either on their homepage or by contacting the department in question.

## **Examinations**

Examinations take place at the end of each course and **you must sign up for them 12 working days prior to the examination at the latest. If you do not sign up, you will not be able to take the exam.** You sign up for the exam on the student portal (student account). You need to bring the following to the examination hall:

**Passport/EU National ID** and your **Student ID Card** (same as the Nation Card) or a **Certificate of Registration** from Uppsala, in order to prove your identity. Otherwise you will not be able to take the exam. You should also bring the **anonymity code** given to you when you register for the exam at the Student Portal.

## **Examination rules**

Written examinations can only be taken at the prescribed time and place. The examinations will start exactly at the given time, not using the “academic quarter of an hour”. When handing in your examination you have to show some form of identification card and your p-number. Please note that severe action will be taken against students cheating during examinations. There are random inspections carried out throughout the written

examinations by the invigilators. If found to be cheating you may be expelled from further studies at Uppsala University.

### **Other information about examinations**

After the exam results have been published, you will be able to keep the marked examination after having gone through it, but only if you sign for it. The signature indicates acceptance of the grade. The teacher keeps the examination for one month, after which it is filed. If you wish to contest your grade, you will be able to request a reconsideration of the decision on a grade. Please contact the reception at Ekonomikum for more information.

If you fail the examination, there will be a re-examination within a month. However, if you fail the last examination before returning to your home university, we cannot help you with a re-examination unless you return to Uppsala to sit for it. Note that you cannot take a re-examination in order to raise a grade, you must have failed the examination or not participated in it at all to be allowed a re-examination.

Moreover, we do not issue individual certificates other than the official transcript of records with Swedish and ECTS (European Credit Transfer System) grades.

You also receive grades for seminars and project work. These results are weighted together with the results from the written examination and the total will be the grade for the whole course.

### **Transcript of Record**

At the end of the semester you will receive a **Transcript of records** giving your grades in accordance with both the Swedish and ECTS grading systems. The transcript will be sent to the coordinator at your university with a letter instructing them to forward the original to you. The transcripts will be sent about 2-3 weeks after the termination of the last period of the semester. If you need a transcript of records during your stay at the University, please order this through the student portal or go to the Student Desk (FEK expeditionen) at the Department of Business Studies.

### **Social trips**

There is a misconception among students that the Department arranges social trips for students (to various places like St. Petersburg, Helsinki etc), **we do not**. The International Section of the Uppsalaekonomerna and/or various Nations arranges the trips that are announced. In the past many students have not shown up at lectures and seminars, instead they have taken part in these trips. Most of these students failed their examinations. Please make sure that any social trips do not coincide with obligatory segments of your courses, including lectures, seminars, group assignments and examinations.

Doing an exchange semester at Uppsala University, you are expected to fulfil a 40-hour study week with maybe 15 lectures and seminar hours, many of them obligatory. You will participate in group work and/or study on your own to make presentations. If you decide to participate in a social trip the priority of studies or social life is yours. Group assignments are collaborative in nature and will be affected severely, including your grade should you choose not to fully participate. The teacher will on **NO ACCOUNT** change the schedule to accommodate trips or give extra tasks to students who choose to travel.

***Students who do not appear at obligatory sessions or do not inform the teacher that they will be away due to a trip or for some other reason, will not receive final grades for the course.***

We regret having to be so detailed about this issue but we really have good grounds to inform you about these matters.

## **Other practical information**

The **rent for your student room** is always paid in advance for each month. Make sure to pay the rent, as we will otherwise have to notify your home university and ask them to pay it for you. The invoice for your rent will be put in your letterbox in advance of each month. It can be paid at one of the FOREX offices in Uppsala using a credit card or cash.

## **Cleaning and Inspection of your accommodation**

Before leaving the Housing Office expect you to make sure that your room is clean. See the check list below. They trust their tenants to take responsibility and do all the cleaning that is necessary. Ensure that you book an inspection (in accommodation areas where this is offered by the house owner), please contact your landlord or house owner well in advance, otherwise the inspection is done after your departure. There may also be specific information concerning your accommodation area in the [housing guide](#).

## **Check List for Cleaning Before Checking Out**

Please follow the cleaning checklist on the Housing Office website and watch videos explaining how to clean parts of your bathroom and kitchen.

Note that if you fail to clean properly, or if something is broken or missing in your room, **Uppsala University Housing Office will charge you for the additional cost or cleaning which must take place before the next tenant can move in.**

## **Libraries**

### **• Uppsala University Library**

Consists of 16 branch libraries, each responsible for specific subjects.

<http://www.ub.uu.se/eindex.cfm>

### **• Ekonomikum's library (Library for Economic Sciences)**

Address Kyrkogårdsgatan 10

The branch library for business studies. The library is situated in the center of Ekonomikum. It offers books, journals, databases for the economic sciences, including business studies. Computers, copy machines and reading rooms are available

[http://www.ub.uu.se/sam/ekon/e\\_index.cfm](http://www.ub.uu.se/sam/ekon/e_index.cfm)

### **• Carolina Library**

Address: Dag Hammarskjölds väg 1

This library offers reading rooms, books, databases and journals in different subjects, mainly in the humanities, theology and sociology.

## • Nation libraries

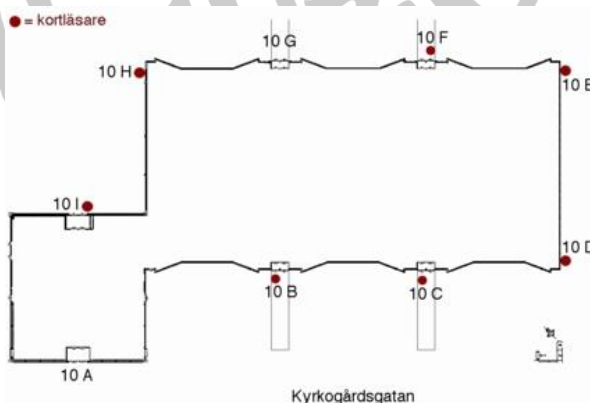
Each student nation has a library and a librarian responsible for the activities. The following student nations are specialized in business and economics: Upplands, Gästrik/Hälsinge, Västmanlands/Dala, Smålands and Norrlands nations.

## Access Card, Computers and Student Account

### Access card

You should apply for the access card at the Information desk next to the cafeteria. You will need the access card to get into the building “Ekonomikum” on late evenings, early mornings and weekends.

**Computers** are found on floor 1 in the Ekonomikum building. These are linked to one server and you need your student account logins (see below) to be able to use the system. On floor 1 are 2 large **printers** in the corridor between the reception and the cafeteria or in the library. For copies you will need a “Korint account”. This you will apply for through the Student Portal.



### Student Account/Internet Access

As a student at Uppsala University you need to be connected to the University. For this you need a student account. You must apply for your student account in person. To do this, you must visit the welcome reception at ÖG Nation or the information desk at Ekonomikum, with a valid photo ID (passport or EU-ID card). You will then be given temporary login details enabling you to activate your account online.

### Student Portal (Studentportalen)

The Student Portal allows you to access several student services. By logging in to [studentportalen.uu.se](http://studentportalen.uu.se) you can:

- access information about the courses to which you are registered
- use your web-mail and forward it to other e-mail accounts
- sign up for examinations and groups
- download course material
- change your temporary home address (in Uppsala)

and lots of other things!

Welcome once again and we hope you will have a pleasant stay at Uppsala University!