



BLEKINGE INSTITUTE OF TECHNOLOGY

BTH

WELCOME TO BTH



DEAR STUDENT

Congratulations on 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 brochure contains practical information that will be useful to you.



Anders Hederstierna
Vice-Chancellor



ABOUT BTH

Blekinge Institute of Technology, BTH, has a distinctive focus on 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 universities among all Swedish higher education institutions in terms of the number of applications received each year from international students.

INTERNATIONAL ENVIRONMENT

Among the 5 900 registered students at BTH, there are currently more than 500 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, municipalities, etc) and by organising social activities to enhance our multicultural environment.

RESEARCH

The research at BTH is conducted at two faculties within the fields of engineering, IT, spatial planning, industrial economics, design and health sciences.

In 1999, BTH was granted the right to give PhD programmes in engineering. Today we run PhD programmes in "IT with applications" and "Planning and Management".

BTH IN THE RANKING LISTS

BTH is among the world's most outstanding higher education institutions within software engineering and sustainable development. In systems and software engineering, BTH is ranked sixth in the world and first within the EU, according to the Journal of Systems and Software.

BTH is also deemed to be the best in Sweden and in third place within Europe for sustainable development, according to a report from the Alliance for Global Sustainability.



USEFUL INFORMATION

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

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

TUITION FEES

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 SEK 900 (Swedish kronor). The tuition fee for studying at BTH for the academic year 2017/2018 is SEK 100 000 (Swedish kronor) including 60 credits or SEK 50 000 per semester including 30 credits.

If you are required to pay tuition fee, the first payment should be made in advance. The deadline for the payment for autumn 2017 is stated on your personalised tuition fee page at BTH together with other important payment information. If you have

been granted a scholarship, the amount awarded will be deducted from your tuition fee accordingly. For example, if you have been awarded a 50% scholarship, you only need to pay half of the tuition fee. Once the tuition fee for the first semester is paid, you can apply for your residence permit through the Swedish Migration Agency.

RIGHT OF RESIDENCE

EU/EEA citizens are exempted application and tuition fee. 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 Agency no later than three months after entering the country. The application form is available at the Swedish Migration Agency. If you have any questions, they can be answered by the Swedish Migration Agency. Remember to bring the European Health Insurance Card.

Students that are citizens of countries outside the EU/EEA and plan to study in Sweden more than



three months must apply for a residence permit at the Swedish embassy or consulate in their home country. 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! If you are required to pay tuition fee, you need to pay the entire fee for the first semester in advance in order to obtain a residence permit. BTH is required to notify the Swedish Migration Agency 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 Agency. If you have any questions regarding your residence permit application, these can only be answered by the Swedish Migration Agency or the Embassy where you submitted your application.

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

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.



Swedish Migration Board:
www.migrationsverket.se

University admissions:
www.universityadmissions.se

STUDENT HEALTH INSURANCE

BTH offers quite extensive health insurance and national regulations give many international students access to Swedish health care. However, it is your responsibility as a student to make sure that you are covered by adequate health insurance or entitled to Swedish health care during your time in Sweden and at BTH. Below follows a brief summary of the existing insurance coverage together with the terms for access to the Swedish health care system.

Depending on a student's residence permit, admission or citizenship, there are different categories of student health insurance at BTH. Below you find a description of each category:

1. 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 from Kammarkollegiet.
2. 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.
3. Students staying at BTH for 12 months or more, and having a valid residence permit to prove this, are entitled to the national registration at the Swedish Tax Agency. This registration requires all new students to visit the Swedish Tax Agency 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.
4. Students staying in Sweden for less than 12 months will be covered by a collective health insurance financed by BTH. The terms for the insurance are available from Kammarkollegiet.

HEALTH CARE IN SWEDEN

If you get ill you should visit a health care centre (Vårdcentral), close to where you live. Call and speak to the Health Care Advice Service, phone: 1177. In case of a serious accident or a sudden serious illness, you must call the emergency telephone number: 112. More information is available on <http://www.1177.se/Blekinge/Other-languages/Engelska>.

All students at BTH have access to the Student Health Service at BTH (nurse, counsellor). If you have any issues or problems in connection to your studies or your health, you are welcome to contact the Student Health Service. The staff at the Student Health Service works under a duty of confidentiality. You can always see our nurse for consultation and she can advise how to make an appointment. Find more information at the Student Portal under Student Health Service.

Nurse

Email: anna.holmgren@bth.se

Phone: 0455-38 50 79

Counsellor (meetings by appointment only)

Email: mariana.sahlstrom@bth.se

Phone: 0455-38 50 77

STUDENTS WITH DISABILITIES

If you have a disability and want to study at BTH you can receive educational support in different ways in the teaching and examination. Please contact Ingall Johansson, who is the coordinator for students with disabilities. For more information at the Student Portal under Studying with disabilities.
Email: funka@bth.se

Kammarkollegiet: www.kammarkollegiet.se

Study in Sweden: www.studyinsweden.se

Swedish Tax Agency: www.skatteverket.se







COST OF LIVING

Please note that when applying for a residence permit, you must prove to the Swedish Migration Agency that you are able to support yourself during the period for which you are applying for. The amount, SEK 8 064 per month for ten months of the year, is set by the Swedish Migration Agency.

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, www.bthstudent.se/en.

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.

Please contact **bank@bthstudent.se**.

NATIONAL REGISTRATION

Students staying in Sweden 12 months or longer are entitled to national registration and will be assigned a Swedish personal identity number. This registration is done at the local office of the Swedish Tax Agency (Skatteverket) in Karlskrona. Note that you should register at the Tax Agency as soon as possible after the starting date of your residence permit. You must bring your passport and 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.



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

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.

Blekinge Student Union can provide you with information for accommodation. For more details, please visit the Blekinge Student Union's website: www.bthstudent.se/en. Here you can find links to different landlords that offer special housing for students, but also a link to a list with all landlords in the area. If you are going to study in Karlskrona, you can also choose to live in Ronneby, about 20 minutes away 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 student accommodation. For hotel facilities in Karlskrona, please see the website www.visitkarlskrona.se.

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 the kitchen/bathroom is shared or not.
- If the apartment is furnished or not.

PROPERTY INSURANCE (home insurance)

BTH strongly advice you to individually purchase property insurance (hemförsäkring) from a Swedish or international insurance company. The property insurance applies to both you and your personal items as well as the apartment you live in. If you do not have insurance you might be liable for all costs in case of an accident.

Living in Karlskrona: www.visitkarlskrona.se
Living in Ronneby: www.visitronneby.se

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



PRACTICAL MATTERS

Below you will find information on practical matters at BTH which is good to know before the semester starts.

RECEPTION

Here you can get your BTH card and get help if you do not know where to turn. The reception assists you with general questions regarding your studies. Specific questions regarding courses or programmes should be directed to your programme manager.

The reception is located in building A.

Phone: 0455-38 57 00

Email: studentcentrum@bth.se

GENERAL STUDY COUNSELLING

Phone: 0455-38 53 00

Email: studievagledning@bth.se

ADMISSION

Phone: 0455-38 55 00

Email: admissions@bth.se

INTERNATIONAL OFFICE

At the International Office you can get information about exchange studies. All questions concerning exchange studies should be addressed to in.exchange@bth.se.

LEARNING FACILITIES

When you have obtained your BTH card, you get access to the computer rooms on campus. The BTH card is used as a door key to the computer rooms which are available for BTH students during all hours Monday through Sunday. You can use your own laptop and the wireless internet that BTH offers all over the campuses.

LIBRARY

In the library discovery service Summon@BTH, you can search for the (e-)books, articles, databases etc. which you have access to. Use your student account to login and you will have access to the e-resources from your own computer, whether at BTH or elsewhere. N.B. Use the links on the library web site to access the resources. Please note that required reading and other books are only available in limited numbers. Every student is expected to arrange for her or his required reading. The library offers modern and well equipped rooms for your studies with both group rooms and a quiet area.

Find more information at:

<http://www.bth.se/eng/library>

IT SERVICES FOR STUDENTS

As a student at BTH, you get access to a number of IT services through your student account. Support for IT services for students is available through the IT helpdesk.

Phone: 0455-38 51 00

Email: ithelpdesk@bth.se

RULES FOR USE OF COMPUTER RESOURCES

The computers are intended for solving the compulsory tasks and laboratory work which are a part of the course examination and for individual computer-related proficiency practice. Computing facilities, networks and accounts are the property of the university, and are run by the university to be used in the activities and operations of the university.

Note! First you need to register your course or programme in the Student Portal, then enrol in itslearning.

www.bth.se/lms

www.bth.se/studentportal

WIRELESS NETWORK, EDUROAM

You can connect to wireless network on all campuses at BTH. First you have to generate an eduroam user/password and then run an installation script on your computer/phone. See instruction how to connect in the Student Portal under IT services for students and wireless network.

PRINTING AND COPYING

At BTH there are a number of printers that can be used for printing, copying and scanning.

To print, copy or scan you need:

1. A personal PayEx account to be able to pay for your printouts.
2. A student account or a BTH card to show your identity at the printer.
3. A connection to the print queue BTH-print.
All printouts are sent to a shared queue named BTH-print and then you pick them up at any printer (Ricoh) using your BTH card or by logging in with your student account.

Find more information at the Student Portal under IT services for students.



STUDENT ACCOUNT VIA STUDENT PORTAL

You receive your login and password after you have been admitted. When you log in to the Student Portal for the first time, you must fill in your address in Sweden, your phone number as well as your address in your home country. With your student account you will get access to many different IT-services at BTH.

STUDENT PORTAL - www.bth.se/studentportalen

The Student Portal is a website for BTH students that contains all information which can be useful during your studies at BTH. Besides general and practical information, this website offers a personalised web service.

The Student Portal is your main portal where you register for your programme and courses. Here you can also view and print your transcript, certificate registration, and register for your examination. The personal web service can be found under "My e-services" by logging in with your student account.

If problems occur you can contact **studentcentrum@bth.se**

REGISTRATION FOR COURSES

You must register in the Student Portal when the semester starts in order to activate your programme and courses. Without registration you cannot participate in courses, sign up for, or participate in examinations or receive your credits. Please note that you can only register for a programme or course that you have been admitted to.

If there is a problem, check the prerequisites:

1. You are admitted and you have received a log in
2. You can log in to the Student Portal

If problems occur contact **studentcentrum@bth.se**

ITSLEARNING

Itslearning is the BTH online Learning Management System (LMS). This is the portal where you enrol on your courses and receive information from your programme or course manager and lecturers.

Use your student username and password at BTH to log in at: **www.bth.se/lms**

If you cannot find your courses, please check course registration. After registration it could take a couple of hours before the courses appear in itslearning. If you still cannot find your courses, please contact your course manager by email.

BTH CARD

All admitted students at BTH that have a valid registration for the current semester are entitled to a BTH card. The BTH card gives you access to the university premises and you can use it as identification on campus, for printing and as a library card.

Find more information at: **https://studentportal.bth.se/web/studentportal.nsf/web.xsp/bth_card**

EXAMINATION

It is mandatory to sign up for examination in the Student Portal. You sign up in advance and the registration opens 30 days and closes 14 days before the examination date. A few days before the examination, you will receive an email with the time and location of your examination. Please arrive on time since the doors will close five minutes before the exam starts. In the Student Portal you find information regarding examination and course examinations dates.

Find more information at: <https://studentportal.bth.se/web/studentportal.nsf/web.xsp/examination>

If you have any further questions please contact tentamen@bth.se.



ACADEMIC CALENDAR

Autumn semester 2017

Weeks 35–02 (28 August–14 January)

Study period 1: Weeks 35–43 (28 August–29 October)

Study period 2: Weeks 44–02 (30 October–14 January)

Spring semester 2018

Weeks 03–22 (15 January–3 June)

Study period 3: Weeks 03–12 (15 January–25 March)

Study period 4: Weeks 13–22 (26 March–3 June)

Note! There is no official Christmas break at Swedish universities. There will be no classes during the Christmas week, but you may be expected to work, for example with written assignments. Each lecturer plans the schedule for his/her own courses.

SOCIAL ACTIVITIES

You can take the opportunity to integrate with BTH students and staff by taking part in different social activities. Our intention is to have a multicultural environment within the university and to learn about different cultures, values and ways of living in the world.

STUDENT UNION

The Blekinge Student Union (Blekinge studentkår), is an organisation by students, for students. They make sure to represent the social and academic interests of their members and play an active role in shaping education at all levels within the university. The Student Union has a number of social committees that manage student pubs and a computer society. The Student Union office is located on the 2nd floor in building H. More information is available at:

www.bthstudent.se

STUDENT REGION BLEKINGE

The project Student Region Blekinge wants to enhance your time as a student at BTH, whether by improving the campus environment, organising events where you can socialise with other students at BTH or meeting companies and organisations in Blekinge.

Please contact: **lena.vogelius@bth.se**

ESN

Erasmus student network (ESN) is a non-profit student organisation with a mission to help international students at BTH as well as to prepare BTH students that are going on an exchange.

More information is available at **<http://esnsweden.org>** or email **info@esnbt.org**.

KIDS

The sports group at BTH is called "KIDS", (Karlskronas Idrottssektion) they offers activities such as badminton, cricket, floorball, indoor soccer, basketball and volleyball. KIDS can also act as a contact between students and other sport organisations in Karlskrona. More information is available at **<http://kids.bthstudent.se>**.

CAFETERIAS AND RESTAURANTS

There is a cafeteria (HÖRS) in building D, "Länken", on campus. The cafeteria and take-away provides sandwiches, light lunches, soups and refreshments

all day. Adjacent to the cafeteria is a student kitchen area where you can use a microwave oven and reheat your homemade food. There is also a lunch restaurant on campus, HÖRS Café & Bistro J, located in building J, where you can buy a hot meal.

In Karlskrona, outside campus, there are lots of restaurants to choose from. A Dagens rätt (dish of the day) is available in most restaurants at lunchtime, which is usually served between 11 am–2 pm. It costs about SEK 80 for a main course.

Most of the big supermarkets offer a special section of oriental food and spices. You can find a wide range of oriental products in the supermarket in Bergåsa (near BTH and the train station) called Frukthuset. Almost all products in this shop are from Asian countries. Here you can also buy halal meat. You can find similar oriental shops in Kungsmarken (the area where many of the students' apartments are located).

HOW TO GET AROUND

Bus number 1 will take you from campus in Karlskrona to the city centre and it costs approx. SEK 25 for a one way ticket. Different bus tickets are available, monthly or re-chargeable "Periodkort". You can find information about local transportation in Blekinge at: **www.blekingetrafiken.se**

It is possible to borrow a bike at the BTH reception at campus for a couple of hours up to a week. The deposit is SEK 300.

You can travel by train between the cities of Karlskrona, Ronneby and Karlshamn in Blekinge or all the way to Copenhagen. It takes three hours by train from Karlskrona to Copenhagen Airport in Denmark.



Blekinge Student Union: www.bthstudent.se
KIDS: <http://kids.bthstudent.se>
Tourist website: www.visitblekinge.se

CHECKLIST

BEFORE YOUR ARRIVAL

- Make arrangements for your housing and property insurance.
- 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 Health Insurance Card EHIC (for European students).
- Be sure to check your email to get a login for your student account.
- Bring your VISA/Master card or Travel card.
- Bring your original documents (diploma and transcripts).
- Check arrival and enrollment dates for your study programme. NOTE! Each programme is different, so please follow the instruction for your study programme given in the welcome letter from BTH or on the programme's website carefully.
- If you are not able to arrive at BTH within the deadline for arrival for your programme, you must contact the 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.

If you have problems with your login or other computer related problems, please contact IT helpdesk at ithelpdesk@bth.se

UPON YOUR ARRIVAL

- Register in the Student Portal and make sure you find your courses in itslearning, the e-learning platform.
- Get a BTH card at the reception.
- If required, show your original documents (for example if you have conditional admission) at the admission office.
- Apply for a Swedish personal identity number at the Swedish Tax Agency in order to get national registration (only for students who have a residence permit valid for more than one year).
- Remember to sign the accommodation contract and pick up your key at your housing company.
- Attend available welcome meetings.

Note! Some of the administrative procedures may be different for Erasmus students. More information for these students will be provided by the international coordinators.

GOING BACK HOME

- Complete your degree project! When your degree project has been assessed, you have to register your project details in BTH's degree project archive, DiVA. Your final grade cannot be registered until this has been done.
- Apply for your degree certificate! When you have completed your studies at BTH you may fulfil the requirements for a degree certificate. Please use the degree certificate application form.
- Terminate your accommodation and internet lease! The notice period is usually three months. If you forget to end your lease in time, or if you go home earlier than planned you will still have to pay rent for a minimum of three months.
- Do not forget to clean your apartment and book a room inspection with your landlord before terminating your accommodation lease! If you leave your apartment without cleaning it you will be billed for the additional costs.
- Close your bank account! If you have opened a bank account upon arrival, please notify your bank about your departure and close your account in time.
- Register for emigration at the tax office (only for students with a Swedish personal identity number: "personnummer"). You will find the emigration form at the Swedish Tax Agency. The form to be used is SKV7665 "Notification moving abroad, at www.skatteverket.se.



HOW TO GET TO KARLSKRONA

BY TRAIN

BTH can easily be reached by train from Copenhagen (capital of Denmark) and direct from Copenhagen Airport, Kastrup or Stockholm (capital of Sweden). A one way trip from Copenhagen Airport to Karlskrona train station usually takes approximately three 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 or three train changes. Information about how to make a reservation can be found on the website SJ: www.sj.se

BY AIR

If you wish go by air to Blekinge, make your reservation to Ronneby Airport (30 km from Karlskrona). There are airport buses (flygbussar) that will take you from the airport to Karlskrona (40 min). These buses are scheduled to correspond to each incoming flight

from Stockholm. Information about how to make a reservation can be found on the website: www.swedavia.com/ronneby.

HOW TO GET TO CAMPUS

If you reach Karlskrona by train or airport bus, ask for directions to the bus stop “Centrum Karlskrona”, which is located within walking distance from the train station and take bus number 1 and get off at the bus stop “Campus Gräsvik”.



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