



BLEKINGE INSTITUTE OF TECHNOLOGY

BTH

WELCOME TO BTH 2019



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.



Mats Viberg
Vice-Chancellor



ABOUT BTH

Blekinge Institute of Technology, BTH, has a distinctive focus on IT and innovation for sustainable growth. BTH offers quality education in a creative and attractive study environment 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 5 200 registered students at BTH, there are currently more than 550 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). To enhance our multicultural environment we develop study programmes with an international focus. Our study programmes co-operate 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 considered 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

You will find information about tuition fees, right of residence and national registration on bth.se/eng/education/applicationandadmission/. 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 2019/2020 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 2019 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.

bth.se/eng/how-to-pay-your-tuition-fee/

RIGHT OF RESIDENCE

EU/EEA citizens are exempted application and tuition fees. As an EU/EEA citizen you have the right of residence in Sweden, which includes that you may study without a residence permit. However, you 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-general 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 study 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 BTH. This document is a valid letter of acceptance and must be submitted with the residence permit application.



Swedish Migration Agency:
migrationsverket.se

University admissions:
universityadmissions.se

Blekinge Institute of Technology :
bth.se/eng

STUDENT HEALTH INSURANCE

BTH offers 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, **kammarkollegiet.se**.
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, who have 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, **kammarkollegiet.se**.

HEALTH CARE IN SWEDEN

If you get ill you should visit a health care centre (Vårdcentral), close to where you live. Call 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 **1177.se/Blekinge/Other-languages/Engelska**.

STUDENT HEALTH SERVICE

The Student Health Service at BTH gives you help and advice on how to take care of both your body and soul during your studies. We focus on both individuals and groups. If you have any issues or problems related to your studies or your health you are welcome to contact us, nurse or counsellor, at the Student Health Service. If we do not have answers to your questions we will help you further to the right authority. The visits are free of charge and we are bound by professional secrecy. You can always see our nurse for consultation and she can advise how to make an appointment. Find more information at the Student Portal, **studentportalen.bth.se**.

Nurse

Email: anna.holmgren@bth.se
Phone: 0455-38 50 79

Counsellor (meetings by appointment only)

Email: sven-erik.arpaker@bth.se
Phone: 0455-38 50 77

STUDYING WITH DISABILITIES

BTH is an open university, accessible to all. As part of this we provide support for 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. BTH has a coordinator for students with disabilities. It is important that you contact the coordinator well in advance, so that we can provide you with the best help possible. Find more information at the Student Portal.

Coordinator for educational support

Ingalill Johansson
Phone: 0455-38 53 69
Email: funka@bth.se



Kammarkollegiet: kammarkollegiet.se
Study in Sweden: studyinsweden.se
Swedish Tax Agency: skatteverket.se

CSN - Centrala studiestödsnämnden: csn.se
Försäkringskassan: forsakringskassan.se
1177 Vårdguiden: 1177.se

CAMPUS GRÄSVIK, KARLSKRONA





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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 8 190 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, **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.

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, visit the Blekinge Student Union's website: 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 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: visitkarlskrona.se
Living in Ronneby: visitronneby.se

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

PRACTICAL MATTERS

RECEPTION

The reception is located in building A. 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.

Phone: 0455-38 57 00

Email: studentcentrum@bth.se

GENERAL STUDY COUNSELLING

The study counsellors can give guidance and information regarding university studies at BTH. You are welcome to schedule an appointment for personal counselling or send us your questions directly. We can also offer study guidance via Skype.

Email: studievagledning@bth.se

Phone: 0455-38 53 00

ADMISSION OFFICE

The admission can give you information regarding general questions such as study programmes, admission, application procedures, enrolment etc.

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 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

The library offers:

- Books, journals, newspapers
- eBooks, eJournals, databases – also accessible from your own computer
- Study areas, group rooms, quiet reading area
- Librarian support

To borrow/reserve paper books you need to register your BTH card:

1. Fill in your Swedish address in the Student Portal
2. Bring your BTH card to the library's information desk

Find more information at:

bth.se/eng/library

Note! First you need to register your course or programme in the Student Portal, then enrol in Canvas, the learning management system.

bth.se/canvas
bth.se/studentportal

IT SERVICES FOR STUDENTS

As BTH student, 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.

Email: ithelpdesk@bth.se

Phone: 0455-38 51 00

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.

WIRELESS NETWORK, EDUROAM

You can connect to wireless network on all campuses at BTH. Your eduroam password was automatically created and sent to your email address when you activated your student account. See instruction how to connect in the Student Portal.

PRINTING AND COPYING

At BTH there are a number of printers that can be used for printing, copying and scanning. Everything is at cost. To print, copy or scan you need to do relevant settings, see information in the Student portal.



STUDENT ACCOUNT VIA THE STUDENT PORTAL

You create your student account at the Student Portal after you have been admitted. The student account gives you among other things access to the Student Portal, personal folder, computer rooms, wireless network, Canvas and library e-resources.

STUDENT PORTAL - studentportal.bth.se

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 of records, certificate of registration, and register for your examinations.

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

CANVAS

Canvas is BTH's online learning management system and is used in most programmes and courses at BTH. You will find a link to your courses when you log in to the Student Portal with your student account. In Canvas you will find all information about your courses. You will also find lecture notes, assignments and sometimes discussion forums and tests.

Use your student username and password at BTH to log in at: studentportal.bth.se

If you cannot find your courses, please check your course registration. After registration it can take a couple of hours before the courses appear in Canvas. 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: studentportal.bth.se

EXAMINATION

It is mandatory to sign up for all examinations 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: studentportal.bth.se

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



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

STUDENT UNION

The Blekinge Student Union (Blekinge student-kår), 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 bthstudent.se

MECENAT CARD

The Mecenat card is a discount card that will help your finances greatly. The card is provided by the student union. To receive a Mecenat card, you must make sure that you have updated your address in BTH:s systems once you've moved to your new accommodation in Sweden. If you have questions regarding the Mecenat card, you can send an email to the student union on the address presidiet@bthstudent.se. More information about the discounts received can be found on mecenat.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 esnsweden.org or email info@esnbtb.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 organi-

sations in Karlskrona. More information is available at kids.bthstudent.se.

CAFETERIAS AND RESTAURANTS

There is a cafeteria 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 microwave your 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.

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 Bergåsa livs. Almost all products in this shop are from Asian countries and 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

Buses 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: blekingetrafiken.se

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

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: bthstudent.se
Tourist website: 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 information 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.
- 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 Canvas, 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 at **studentportalen.bth.se**.
- 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 **skatteverket.se**.



HOW TO GET TO KARLSKRONA AND CAMPUS

BY TRAIN

BTH can easily be reached by train from Copenhagen (Copenhagen the capital of Denmark) or Stockholm (the capital of Sweden).

A one way trip from Copenhagen Airport to Karlskrona train station usually takes approximately three hours and is normally a connection without any train changes. Information about how to make a reservation can be found on the website SJ, sj.se

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, sj.se

BY AIR

If you wish travel by air to Blekinge, make your reservation to Ronneby Airport (30 km from Karlskrona). There are buses that will take you from the airport to Karlskrona. Information about how to make a reservation can be found on the website: swedavia.com/ronneby.

HOW TO GET TO CAMPUS

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



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