



Fact Sheet 2019/2020

Institutional Details

Name of Institution	KTH , Kungliga Tekniska Högskolan 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	www.kth.se
Address	Kungliga Tekniska högskolan Brinellvägen 8, SE-100 44 Stockholm, Sweden

Head of Institution

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KTH International Relations Office

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Head of KTH International Relations Office/Erasmus + Institutional Coordinator

Name	Ms. Åsa Carlsson
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Erasmus + Coordinator

Name	Ms. Anna Hellberg Gustafsson
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General inquiries on exchange outside Europe

Name	Ms. Charlotte Almqvist
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Academic Calendar

Autumn term 2019	August 26 th , 2019 – January 14 th , 2020
Spring term 2020	January 15 th , 2020 – June 1 st , 2020

Arrival Days for exchange students

Autumn term 2019	August 1 st , 2019 (students attending Intensive Swedish language course), August 17 th and 18 th (other students)
Spring term 2020	Mid-January, 2020

Study Periods – Autumn semester

Study period 1	August 26 th – October 11 th , 2019
Own work	October 14 th – October 17 th , 2019
Examinations	October 18 th – October 25 th , 2019
Study period 2	October 28 th – December 13 th , 2019
Own work/Re-examinations	December 16 th – December 19 th , 2019
Own work/Christmas break	December 20 th , 2019 – January 3 rd , 2020
Holiday	January 6 th , 2020
Examinations	January 7 th – January 14 th , 2020

Study Periods – Spring semester

Study period 3	January 15 th – March 3 rd , 2020
Own work	March 4 th – March 6 th , 2020
Examinations	March 7 th – March 14 th , 2020
Study period 4	March 16 th – May 18 th , 2020
Study period	March 16 th – April 9 th , 2020
Holiday	April 10 th , April 13 th , May 1 st , 2020
Own work/Re-examinations	April 14 th – April 17 th , 2020
Study period	April 20 th – May 18 th , 2020
Own work	May 19 th – May 20 th , May 22 nd , 2020
Holiday	May 21 st , June 6 th , 2020
Examinations	May 25 th – June 1 st , 2020
Own work/Re-examinations	June 2 nd – June 5 th , 2020

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, asking the student to submit both study background, desired studies and personal details. It also includes the possibility to request assistance in finding accommodation and application for Swedish intensive language course, running in August 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 uploaded 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 15th for studies/project work starting in August/September or later in the autumn.

October 15th 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*, which should be uploaded into the system, as a part of the application process. Changes to the student's *LA/Study plan* should be made within three weeks from the date of course start.

Please note that all courses have prerequisites and are therefore 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 <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.

If a student would like to do an internship placement at KTH, s/he must contact the department of interest directly to find out about options. The home institution should approve of the internship. For more details: <https://www.kth.se/en/studies/exchange/internship-1.559346>

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 credits' limit. Grades are assigned like the following:

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 only have 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

All Degree Projects, both on Bachelor and Master level, are awarded a **Pass** or **Fail** grade only.

Students can create transcript of results and transcript of registrations. If the home institution requires a paper copy transcript, KTH will send a transcript to the home institution **on demand**.

Swedish language courses

The Department of Learning in Engineering Sciences 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 Department of Learning in Engineering Sciences website:

<https://www.kth.se/en/larande/sprak/for-internationella-studenter> 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/larande/sprak/kurser/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 Swedish Migration Board)

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:

- hold a valid passport
- be accepted on a course of full-time study at a university or university college
- be able to support yourself during the period for which you are applying for
- have a comprehensive insurance policy (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 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 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 assistance 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/studies/exchange/why-kth/accommodation-1.529520> If you wish to contact them please use: 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 KTH Arrival Days. Students get an access card to KTH premises, which is to be kept as a valuable.

Contact persons for exchange students

Postal address: KTH, Name of the School/ Programme, SE-100 44 Stockholm, SWEDEN (if not another address is stated below).

School	Coordinator's name	Phone and E-mail addresses
School of Architecture and the Built Environment (ABE)	Mr. Martin Sjöstrand (Architecture)	Phone: +46 8 790 8543 international@arch.kth.se
	Ms. Erika Charpentier Ms. Hanna Korhonen (Built Environment)	Phone: + 46 8 790 8064 Phone: +46 8 790 8074 international.exchange@abe.kth.se
Chemistry, Biotechnology and Health (CBH)	Mr. David Grenot (Chemistry, Biotechnology)	Phone: +46 8 790 60 40 grenot@kth.se
	Ms. Zofia Laine (Health, Medical Engineering) Hälsövägen 11c 7 th fl., 141 52 Huddinge	Phone: +46 8 790 9744 zofial@kth.se
School of Engineering Sciences (SCI)	Ms. Caroline Andreassen Double Degree students	Phone: +46 8 790 7163 exchange-in@sci.kth.se exchange-dd@sci.kth.se
School of Electrical Engineering & Computer Science (EECS)	Ms. Manja Schubert (Electrical Engineering)	Phone: +46 8 790 6364 exchange@ee.kth.se
	Ms. Sara Sjögren (ICT) Electrum 229, 164 40 Kista	Phone: +46 8 790 4239 exchange@ict.se
	Mr. Christian Todoran (Computer Science)	Phone: +46 8 790 3717 csc-exchange-in@kth.se
School of Industrial Engineering and Management (ITM)	Ms. Shorok Lindgren	Phone: +46 8 790 7068 incoming@itm.kth.se