

# A smooth start

A quick guide for new students at  
Stockholm University Autumn 2013

Autumn term 2 September - 19 January



Stockholm  
University

# Welcome to the 2013 Autumn term at Stockholm University

- A simple guide to ensure that your studies begin as smoothly as possible

## Interim personal identity number

All international students are provided with a registration number from the department. It is called a P- or T-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. Each Swedish citizen has a personal identity number, *personnummer*, used in these situations. You can not use the P- or T-number outside of the University.

## START OF TERM CHECKLIST

Follow the steps for registration and for access to computer and library services.

1. Activate your University Account and get the University Card at Helpdesk. You need to bring a photo ID and your P- or T-number.
2. Register at your department in person or, if you have a Swedish *personnummer*, register online on [www.su.se/activate](http://www.su.se/activate) and *My studies*.
3. If you would like to, you can join one of the three student unions at Stockholm University.

## The University Account

For access to the network and computers you need a university account. To open your account you need to visit the Helpdesk situated in the computer lab called Lantis. When you have a university account you can use:

### Library services

With your university account and card you can access all the library's resources: find information, borrow literature, renew your loans, use e-resources from home, request books that are out on loan, book group rooms, etc. Access the library services at [www.sub.su.se](http://www.sub.su.se).

### My University

Visit the University's student portal at [mitt.su.se](http://mitt.su.se) for access to email or to register for exams, edit your contact information, view your grades via Ladok and store course certificates and course registration documents.

### Mondo

The lecturer and student platform is at: [www.mondo.su.se](http://www.mondo.su.se). You can use this to communicate with lecturers and friends in your course, download and upload assignments and view information about timetable changes.

### Student computers, printers and the wireless network

There are three different central computer labs on the Frescati campus. You can also access the internet by using your own computer and the wireless network available at several sites throughout the Frescati campus. Both alternatives allow you to use our printing services. There are also some departmental computer labs. To gain access to these you might need special codes or passwords, which will be given to you by the departments concerned.

## The University Card

You will need to activate your university card to be able to borrow books from the university library and to use the copying, printing and scanning services. When you activate your account it will be automatically credited with 10 SEK. To top up your credit visit [www.mitt.su.se](http://www.mitt.su.se) click on "In English" and choose "Printing and copying".



## IT Support

For help with IT issues information is available at [www.su.se/english/it](http://www.su.se/english/it) or contact Helpdesk by sending an email to [helpdesk@su.se](mailto:helpdesk@su.se) or call number +46(0)8-16 19 99. You can also visit Helpdesk in computer lab Lantis.

## The Stockholm University Library

On the university library website ([www.sub.su.se](http://www.sub.su.se)) you will find all you need to know about borrowing books- and electronic resources and services offered by the main library and the eight branch libraries. The main library is located at Campus Frescati and is connected to the Södra huset building. A reconstruction of the library will begin in the summer 2013 and is expected to last until early 2015. Parts of the premises will be disabled in various stages and the number of reading areas will be limited.

## Student Services

Student services (*Studentavdelningen* in Swedish) is a focal point for student services. Here you can get help concerning your studies, for example, regarding admission, degree examination, counseling, housing, student support etc.

### Information Desk, Södra Huset, Hus A

The desk is located in Södra Huset building A, floor 4. Hours are Monday-Thursdays 10 am-3pm, Tuesdays 10am-6pm and Fridays 10am-1pm. **Please note that the desk will close down on the 22 of August and be replaced by the Infocenter** (see below).

### Infocenter, Studenthuset

On the entrance floor in the newly constructed Studenthuset you'll find the Infocenter where you can get further help on whom to contact about your matter. The Infocenter's hours are Mondays - Thursdays 8 am - 6 pm and Fridays 8 am - 4 pm. The Studenthuset is located at Universitetsvägen 2B, near to Södra huset building A. **Please note that the Infocenter will open on the 26th of August.**

## Student Unions

The purpose of a student union is to represent the common interests of students. The most important assignment of a student union is to guarantee that students are able to influence their education, but student unions also have a major role in the social aspects of university life. Stockholm University has three student unions, one large and two departmental student unions.

### Stockholm University Student Union (SUS)

Amongst other employees at SUS you will find student governance officers, an educational environment advocacy secretary, a PhD student ombudsman and student ombudsmen who can help you with anything from influencing your education to supporting and assisting students who feel they have been treated wrongly or unjustly. The Student Union also employs International Student Coordinators, who are an extra support service for international students. In addition, SUS organizes student associations and clubs and publishes a student magazine called *Gaudeamus*. A student union membership entitles you to student discounts on everything from course textbooks to coffee, public transportation and gym facilities. Union membership also entitles you to apply for accommodation through SSSB, which administers more than 8,000 student rooms and apartments in Stockholm. As a Student Union member you get a student identification card *Campuskortet*. For more information about the Stockholm University Student Union please visit [www.sus.su.se/en](http://www.sus.su.se/en)

### The Student Union for Social Work in Stockholm (SSAS)

[www.sveaplanet.se](http://www.sveaplanet.se)

### The Student Union at the Department of Computer and Systems Sciences (DISK)

[www.disk.su.se](http://www.disk.su.se)

# Orientation Day

**Date: 28th of Augusti 2013, 12:00-17:00**

**Venue: Aula Magna, Frescati**

**For details go to [www.su.se/orientationweek](http://www.su.se/orientationweek)**

## Public transport to Stockholm University

### Frescati campus

Underground station Universitetet (on the Mörby Centrum red line)

Bus 40 or 70, the University stops are Universitetet Södra and Universitetet Norra

[www.su.se/english/findus](http://www.su.se/english/findus)

## Studentavdelningen

(Student Department)

Besökadress: Studenthuset, Universitetsvägen 2 B

Telefon: 08-16 20 00, e-post: [studentavdelningen@su.se](mailto:studentavdelningen@su.se)



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