



# Stockholms universitet

Department of Media Studies

## **STUDENT GUIDE**

### **Centre for Fashion studies**

**Fall 2018**

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Here you will find information about:

Functions, names and addresses  
Your University Account  
Student Office and Student Services  
Library and course packs  
Teaching and examination  
Premises and equipment  
Examination rules

**Keep this guide!**



# Stockholms universitet

**Department of Media Studies**  
**Centre for Fashion studies**

## Contacts

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Centre for Fashion Studies  
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## Welcome as a student at IMS/ Centre for Fashion Studies

### Registration

As a master's student, you are enrolled in a program, but each semester you will still need to sign up for your respective courses. This is easily done online. As an exchange student, you must register in person at the department.

### Orientation Day

The Orientation Day is a seminar to welcome all international and exchange students and is held in the beginning of every semester. More information about the Orientation Day can be found at:

[www.su.se/english/study/exchange-students/orientation-days](http://www.su.se/english/study/exchange-students/orientation-days)

### Student Representation

As a student, you have the opportunity to influence the environment at the Centre for Fashion Studies. Students elect their own representatives to the Board of the Department, which is the department's highest decision-making body. The Board of the Department deals with issues relating to the department's work areas, such as changes in curricula, literature lists, budget, organization and various investments to be made. The Board of the Department is one of the most important channels for students to be heard and influence the institution's decisions and the courses given.

## Student service functions at the Centre for Fashion Studies

### The Students Office

You can contact the Student Office for information about admissions, registration, transcripts of records, general course information, course literature, schedules and exam results, etc. At the Student Office, you can pick up your graded exams, buy course packs "compendium", and get access to the "printomat" print service on 6th floor during office hours (ref. page 2).

### The Student Counsellor

The Student Counsellor is an important contact for you as a student, who can help you with study techniques and making informed educational choices. You can turn to the student counsellor on issues such as disability, course design, course content, study breaks, accreditation of previous studies, examinations and individual studies.

The Student Counsellor also serves as a link between the student and the Department. If there are concerns/questions about a particular course, study environment, management of courses, you may contact the Student Counsellor to help or assist in solving potential issues.

The Student Counsellor has professional secrecy: obligation to observe silence in the contact with students. This means that you can talk to the Student Counsellor anonymously.

### International Coordinator

The International coordinator is mainly the contact for exchange students and international students within the Master's Programme.

## Premises

The Centre for Fashion Studies is located on the 5<sup>th</sup> floor in Filmhuset. On the 6<sup>th</sup> floor, there are common areas for students with kitchenette and microwave ovens (please help keeping it clean and tidy). Here you will also find the Student Office, Student Counsellor and other staff.

## Print Service

Other than the Library, there is a “printomat” print service on the 6<sup>th</sup> floor, available when the Student Office is open. In order to use the “printomat” print service, you need to activate your university card for printing (and have it filled with money).

## The University Account

All students at Stockholm University have a university account. To access your account, go to: [www.mitt.su.se](http://www.mitt.su.se) and choose “In English”. The university account provides access to the wireless network as well as databases, e-journals, e-books, print system printomat, and more. At [www.mitt.su.se](http://www.mitt.su.se) you can also see your grades and print out course certificates. There is more information about the university account at <http://aktivera.su.se>. Students need to activate their university account before they can register for exams.

## The University Card

To be able to borrow books from the university library at campus, or to use the copying, printing and scanning services at floor 6, you need a University Card. You will receive the card after you have activated your university account.

## Library Services

Stockholm University Library (at campus) is one of the largest research libraries in Sweden.

There is also a local library in Filmhuset, where you will find a great part of the course literature. More information at <http://www.sfi.se/en/bibliotek>.

## Course packs

You will find information on what literature you need specified in the literature list for each course. If there is a course pack for your course, you can buy it during opening hours at the Student Office, floor 6. Please note that we do not handle cash – only cards.

## Communication

### Course information and Schedules

Before your course starts you will find course schedules, course description and literature lists at the IMS webpage, under “Courses in Fashion Studies”.

Once the course has started, Athena is your main communication tool and source of study related information, such as detailed schedules and course material.

As a student at the Centre for Fashion Studies, you are responsible for keeping up to date on changes in schedules etc. by keeping check on Athena or by instructions from the course coordinator.

## Athena

Athena is the teacher and student platform. Please refer <https://athena.itslearning.com/> for communication with teachers and students, downloading and uploading assignments, and viewing information about changes in the course schedule.

## IMS Website

At the IMS website: <http://www.ims.su.se/english/centre-for-fashion-studies>, you will find information about courses, student life, contact information to teachers and staff, and more.

## Education and Examination

At the Centre for Fashion Studies there are a variety of forms used for examination.

The most common form is a “home exam”, which is an open-book, open-note examination in the form of an essay. There will usually be a number of questions and the examiners will specify in advance whether the essay requires full footnoting and bibliographic sections. There is also “sit-down” examinations which take place at the end of a course.

Other forms of examinations used at the Centre for Fashion Studies are mandatory assignments or papers, individually or in groups and sometimes obligatory attendance at lectures or seminars.

What is required for each course is stated in the syllabus and in the course description. If you have questions regarding the exam, speak with the course coordinator.

Registration is mandatory for sit-down examinations, register via your university account, a couple of weeks before examination.

If you fail to pass an exam, miss a compulsory lecture or assignment, you are entitled to re-examination. However, you do not have the right to take a re-exam in order to raise an approved grade.

Depending on the course, you can recoup what you have not completed in one of the following ways:

- Take a re-examination
- Perform a residual assignment received from the teacher.
- Re-take the whole courses at a later course opportunity (but only in terms of place and by agreement with the director / teacher).

## Grades and Credits - conversion and equivalence

Stockholm University uses a goal-related seven-point grading scale, based on the Bologna model that is more or less used all over Europe. Grades assigned are A, B, C, D, E, Fx and F. Passing grades are from A (the highest grade) to E. Grades Fx and F are failing grades, with the distinction being that of how close the student is to achieving a passing grade.

Credits and Grades Academic credits are called higher education credits, or HEC (“Högskolepoäng or HP” in Swedish). The higher education credit system used at Stockholm University is compatible with the European Credit Transfer and Accumulation System (ECTS),

where one Swedish higher education credit corresponds to one ECTS credit. A full time full semester course is 30 ECTS, full time half a semester is 15 ECTS etc. One week of full-time studies equals 1.5 ECTS and the workload is 40 hours per week, including lectures, readings, assignments, seminars and independent study.

### Exchange students

It is common practice that course credits from the exchange university are transferred only with the credits (e.g. 15 ECTS) but not the grade to your home university. You may need to check local practices with your home university. Most universities have a grade transfer system, that allows for comparisons between the Stockholm University grading system and that of your home university, e.g. the grade C at Stockholm University may be considered a B in the US.

### Students with Disabilities

Stockholm University strives to develop inclusive study conditions and endeavours to identify the most appropriate support for each individual student with disability.

Examples of forms of support are:

- Note-taking assistance.
- Course literature such as talking books or Braille.
- Sign-language interpreters.
- Alternative forms of examination.
- Extended time during tests and examination.
- Use of computers with spell-check programmes

In order to take part in the support offered, you must make an application at the department for special educational support. Apply to the university website, Study with Disability

**Step 1:** Contact "Special Educational Support" at Stockholm University and apply for support via their web system NAI.S. Also inform your Student Counselor of your application.

**Step 2:** Once you have been granted support, contact your Student Counselor for information and planning.

## Rules for Written Exams at Stockholm University

### 1. The responsibility of the examinee to comply with the regulations

The examinee shall comply with the invigilator's instructions and orders. The examinee shall allow the invigilator to check identity documents and any material brought to the examination room.

### 2. Identity inspection and signature

The examinee shall present approved identity documents. Approved identity documents include a driving licence, a passport and an ID card with current validity. Approved identity documents also include a report to the police stating that the examinee's ID document has been lost or stolen. This report may not be more than three months old. Foreign identity documents, preferably passports and ID cards, will also be approved. The examinee shall write his/her name and personal identity number (or in the case of an anonymous exam other identification codes) according to the invigilator's instructions.

### 3. Seating in the examination room

Seating plans must always be posted before examinations take place in an examination room. The names of everyone who has registered for the exam must be written on these lists and it must be easy for the examinees to see which seat has been allocated to them. Examinees who have not signed up in advance will only be allowed to partake in the examination in as far as there is space and will be allocated seating by the invigilator. In the case of examinations with less than 25 examinees exception will be made from the rule of seating plans.

### 4. Personal belongings

The examinee shall comply with the invigilator's instructions as to where to put bags and other personal belongings. Mobile phones and other prohibited technical equipment shall be turned off during the examination and stored with personal belongings.

### 5. Assistive devices

Only assistive devices or material that have been approved by the invigilator beforehand may be brought to the examination. In so far as an assistive device can store, render, or convey information, for example a calculator with a capacity to store data, the prerequisite for approval also applies to information that is in, or can be rendered or conveyed by, the device. It is particularly important to emphasise that mobile phones may never be approved of as assistive devices.

### 6. Paper

Examinations may only be written on paper that is handed out by the invigilator. This also applies to scrap paper.

### 7. Prohibition to leave the examination room earlier than after 30 minutes

An examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed. An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written exam on condition that none of the examinees in the examination room have been outside or left the examination room.

### 8. Prohibition for examinees to converse

Conversation between examinees or between an examinee and an outsider, for example via a mobile phone, may not take place until all those who have participated in the examination have handed in their exam papers to the invigilator. This prohibition is applicable in the examination room as well as in the event of a visit to the lavatory.

### 9. Breaks and visits to the lavatory

When the examination lasts for longer than five hours there shall be a 30 minute break. The invigilator shall tell the examinees which toilets may be used and the examinee shall comply with the invigilator's instructions.

### 10. Handing in

The examinee may not take his/her examination with him/her out of the examination room but must personally hand it in to the invigilator. Note that even a "blank" examination must be handed in to the invigilator before the examinee leaves the examination room.

### 11. Obligation for anyone who has behaved in a disruptive manner to leave the room

An examinee who has behaved in a disruptive manner must, on instruction from the invigilator, leave the room. Disruptive behaviour may lead to disciplinary measures.

### 12. Cheating

An examinee who is suspected of cheating may continue to write the exam if the examinee presents and hands in the prohibited assistive device. The invigilator shall offer the examinee the opportunity to exchange the prohibited assistive device for an approved specimen. An examinee who refuses to present or hand in an assistive device may not continue with the examination. Any cheating and/or disruptive behaviour will be treated by the Vice-Chancellor, after having received a report from the head of department/director of studies, as a disciplinary matter.

### 13. In the event of fire alarm, bomb threat or the like

In the event of fire alarm, bomb threat or the like the examinee shall comply with the instructions given by the invigilators. In such events evacuation of the examination room must always take place immediately and the invigilators will automatically be transformed into temporary evacuation leaders for the examination room. In the event of evacuation the examinees must be exhorted not to speak to each other in order, if possible, to be able to go back to writing after the fire alarm is over. The invigilator who is in charge shall, after consultation with the department, inform the examinees as to whether they may go back to writing the exam.