

A smooth start

A quick guide for new students at
Stockholm University autumn 2012

Autumn term 3 September – 20 January



Stockholm
University

Welcome to the 2012 autumn term at Stockholm University!

A simple guide to getting started at Stockholm University, outlined facilities available and how to use them, in order 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 P- or T-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. Swedish citizens all have personal identity numbers, *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 identity number, register online on www.su.se/activate and *My studies*.
3. If you would like to, you can join one of the four 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 hall called Lantis. When you have a university account you can use:

The library services

With your university account and card you can access all the library's resources: seeking information, borrowing literature, renewing your loans, using e-resources from home, requesting books that are out on loan or ordering books from the closed stacks, booking group rooms, etc. Access all library services at www.sub.su.se.

My University

Visit the University's IT portal at mitt.su.se. Click on the In English link 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 at: 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 four different central computer halls 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 halls. 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. You can then add more money by going to mitt.su.se or visit Helpdesk.



IT Support

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

The Stockholm University Library

On the university library website (www.sub.su.se) you will find all you need to know about borrowing books, electronic resources, services and all of the other things offered by the main library and the eight branch libraries. The main library is at Campus Frescati and is connected to the Södra huset building.

On Thursday September 13 or Monday September 17 you are welcome to attend an introduction to the main library. It will be held at 2 pm and takes 55 minutes. You will be given information about the library services available and you will be shown how to search for, order and borrow literature. The introduction also ends with a guided tour around the library.

The Student Centre

The Student Centre (*Studentcentrum* in Swedish) is a focal point for student services and is located in the Södra huset building, Universitetsvägen 10-14, building A, floors 2, 3 and 4. On floor 4 you find the Student Information Desk where you get further help in whom to contact for your matter.

Student Information Desk

Here you can also obtain information and ask questions about things concerning your studies, for example admissions, P- or T-numbers, grants, entrance examinations (scholastic aptitude tests), degree examinations, counselling, housing, student support and much more.

Opening hours are Mondays, Wednesdays and Thursdays 10 am – 3 pm, Tuesdays 10 am – 6 pm and Fridays 10 am – 1 pm.

Stockholm University 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 four student unions, one large and three departmental student unions.

Stockholm University Student Union (SUS)

At SUS you will find Student Rights Officers, an Environmental Health Officer, a PhD Student Ombudsman and Student Ombudsmen, who can help you with anything from influencing your education to support and assist 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. SUS also 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 apartments in Stockholm. As a Student Union member you get the Campuskortet, a student identification card. For more information about the Student Union please visit: www.sus.su.se/en

The Student Union for Social Work in Stockholm (SSAS)

www.sveaplanet.se

The Student Union at the Department of Journalism, Media and Communication (JMK Student Union)

www.jmkstudent.se

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

www.disk.su.se

Orientation Day

Date: 28th of August, 2012, 16:00-20:00

Venue: Aula Magna, Frescati

For details go to 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

Student Centre

Visiting address: Universitetsvägen 10-14, Södra huset, building A, floors 3 and 4
Telephone: +46(0)8-16 20 00, E-mail: study@su.se



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