WELCOME TO CAMPUS GOTLAND
A/W 2019/20
You are now a student at Uppsala University – Campus Gotland and we want to welcome you!

I hope your expectations of your time as a student here are as high as ours. Very soon, you will begin your studies and will be meeting and getting to know a lot of new people.

In this booklet we have compiled the most useful information for our new students.

We want you to feel welcome at Campus Gotland. Never hesitate to ask our staff any questions you may have – it’s better to ask too many questions than too few.

I hope – and believe – you will have a fantastic time at Uppsala University and in Visby.

Once again – I wish you a warm welcome!

Olle Jansson, Adviser to the Vice-Chancellor
ACADEMIC CALENDAR
Academic year 2019/2020
Autumn semester 2019: 2 September - 19 January
Spring semester 2020: 20 January - 7 June

ACTIVATE STUDENT ACCOUNT
In order to register for the courses you are admitted to, you need to activate your student account. If you do not have a Swedish personal identity number, you need to start by visiting the reception to get a one-time code. A formal ID is required so please bring your passport or national ID card.

Activate your student account as follows:
Go to: uu.se/konto. Log in via your account at antagning.se, account at eduID or via a one-time code from the reception. Fill in the account application form, choose your own password (= password A) and approve the user rules for a student account at Uppsala University. The student account is activated directly and you are referred to the Student Portal. Note that it may take up to 24 hours for all of the functions to be available. At uu.se/konto you can also create a new A-password if you later lose it or forget it.
APPROVED LEAVE FROM STUDIES
If you need to take a break from your studies, you need to apply to your department for a study break in order to ensure that you keep your place on the programme when you return. Contact your Study and Career counsellor or your Study administrator for help. Read more about taking a study break here: uu.se/students/your_rights/academic-leave-of-absence

CALENDAR
Visit cg.uu.se/about/calendar to find all upcoming events at Campus Gotland in our calendar

CAMPUS CARD
While you are studying or working with us you will need the Campus Card, which is an access card. You will need the card to be able to use the printers (for copying, scanning or printing), to access certain rooms, or if you need to enter our facilities outside office hours. If you are a new student you must have activated your Uppsala University user account and be registered to be able to receive emails with instructions (see heading: Activate student account and Registration). Read more: cg.uu.se/students/reception/card
CHOIRS AND ORCHESTRAS
Would you like to sing in a choir or play in a band or an orchestra? Campus Gotland and the Gotland Student Union Rindi cooperate with the Gotland Music and can offer you a spot in either of the two choirs, in a band or even in a chamber music orchestra—free of charge, of course. Find more information at cg.uu.se/students/music

CIVIL REGISTRATION
If you will be studying in Sweden for more than 12 months, you are generally required to be registered in the Swedish Population Register. When you have registered, you will be given a Swedish personal identity number and be registered as living in Sweden. Many of the rights and obligations you have as a citizen are dependent on you being registered and where you are registered. This applies, for example, to different grants, where to pay your taxes, registering with a healthcare centre and where to vote. Contact the Swedish Tax Agency, (Skatteverket) for further information.

COMPUTER ROOM
If you do not have your own computer, there is a computer room available for students at Campus Gotland, room B36 on the third floor of building B. You will need your Campus Card to be able to ac-
cess the room. Use password A to log in. The room is available 24 hours a day unless classes are in progress. Find more information at cg.uu.se/students/it/computers

COURSES

All university programmes are made up of smaller components which we call “courses”. The length of a course is measured in university credits. One semester is 30 credits and one academic year is 60 credits for full-time studies. You often take one course at a time or a couple in parallel. The courses can be included in a programme or “free-standing” courses. Many courses require a progression, which means you must first successfully pass one course in order to continue onto the next.

COURSE LITERATURE

University course literature is often extensive, roughly about 500-1000 pages for a 7.5 credit course. Sometimes the literature is available digitally (only), as e-books. You usually order and pay for everything yourself, or borrow from the library – there are usually reference copies of the course literature at Almedalen Library that you can read on site or borrow for seven days.
Disability

Special educational support is available for students with documented disabilities. The support may include audio recordings of course literature, help with note-taking, a mentor, adapted examinations or visual or audio interpretation.

Submit applications online at nais.uhr.se
Please contact our coordinator Sofie Westberg at the Student Health Centre for more information.
Drop-in for shorter questions:
Mondays 14:00-16:00.
Book an appointment: timecenter.se/campusgotland
Telephone: 0498-10 82 44
Email: studenthalsan@campusgotland.uu.se
Visiting address: Building D, ground floor.
Read more about studying with disabilities: cg.uu.se/disabilities

Examination

The examination (or “exam”) is a spoken or written test that takes place at the end of a course or course component. If you fail, you can retake the exam at a later time, known as a “retake”.
You must always register for the exam – this applies to both the regular exam and the re-examination. Registration must be done in the Student Portal. It
is not possible to register afterwards in the exam room or with the student administration. At Uppsala University, all exams are sat anonymously, i.e., a code is used to identify your exam and not your name/personal identity number.

Arrive at the exam room on time. If you arrive after the exams have been handed out, you will need to wait 25 minutes outside the room before you are let in by the invigilator, no extra time will be given. If you arrive more than 30 minutes after the scheduled starting time, you may not participate. Always bring valid photo ID.

Find more information at cg.uu.se/students/exams

**Falling ill**

Contact a healthcare centre if you need medical help. If it is not an emergency, you can contact the Healthcare Guide (Vårdguiden) by phoning 1177 (+46 771 11 77) for information. If you become ill for a longer period, it is important that you talk to the programme/course coordinator, and perhaps also a study and career counsellor, about catching up on what you have missed. Read more: cg.uu.se/students/health/ifsick

If you have been awarded a grant or a scholarship for your studies, it is important for you to find out what you need to do. If you don’t, you may encounter problems with your student financing in the future. Contact your scholarship coordinator to find out what rules apply in your case.

**GOTLAND’S STUDENT UNION RINDI**

The student union’s main task is to safeguard the interests of the students by ensuring the students are provided high quality education, a good study environment and access to social activities.

The student union must also promote good collaboration with the university and with local authorities and the business community, as well as actively participate in the national arena. Rindi (Gotland’s Student Union) is a democratic interest organisation for the students and it represents all students at Uppsala University – Campus Gotland.

Through their study-related policy activities they monitor the quality of the courses at Campus Gotland, help students with issues related to studies and, if needed, act against the University on behalf of students. In addition, they provide a meeting place where you can get to know other students, use Rindiborgen for studies and to have fun with your friends. At Rindi, you’re not just one in the crowd, you’re part of a community!

To stay updated about news, events and what’s happening at the union, join our Facebook group Rindi Studentkår. More information can be found at: rindi.com
GRADUATION QUESTIONS
When you have completed your studies and qualify for a degree you can apply for a degree certificate. This is a document that shows that you have fulfilled the requirements for a particular degree, and a course certificate shows that you have completed a specific course. Degree certificates are normally issued at the particular university or higher education institution where you have taken the last course to be included in the degree, but exceptions can be made if the university in question agrees otherwise. You can apply for your degree in the Student Portal. You can read more about degrees here: cg.uu.se/students/degrees
The Graduation Office also decides on the credit transfer of previous university studies and studies abroad.
Marianne Thorén is the degree administration officer on Campus Gotland. She works with issuing degrees and provides information on degree requirements, credit transfer for studies abroad, and more. Contact: Telephone 0498-10 82 37 or email, marianne.thoren@uadm.uu.se and her colleagues on 018-471 19 14, email, examen@uadm.uu.se

GROUP ROOMS
On campus there are individual and group study and work spaces scattered around the corridors and
public areas. You can also book group rooms and available classrooms. You can book a room at the reception on the same day that you want the room. Email: receptioncampusgotland@uadm.uu.se. Telephone: 0498-10 82 00.

You can also book group rooms, classrooms and study areas yourself. For instructions on how to do this, visit: cg.uu.se/bookaroom

You can also find study places and book group rooms at Almedalen Library, where private study spaces, a quiet reading room and bookable group rooms are available.

**HOUSING**

Are you looking for a place to live? The Student Union Rindis Housing Agency can help you contact both private landlords and housing companies with vacant apartments. The Student Union’s housing coordinator can be contacted via boende@rindi.com or you can visit in person during opening hours. Read more at: gotlandsstudentbostad.se/en

**INSURANCE**

As a student at Uppsala University, when you travel to and from the university and when you attend classes, you are covered by a personal injury insurance policy from Kammarkollegiet. It is a good idea to take out a private accident insurance policy
which will cover your leisure time and home insurance once you have found somewhere to live (and registered with the population register). Read more: uu.se/en/students/support-and-services/insurance.

**IT SUPPORT AND HELPDESK**

Our IT support manages the daily operations with maintenance of software, hardware and local systems, such as printers and wireless networks, on Campus.

They can be found at the main reception Monday-Friday 14:30-15:30. At other times you can contact them by email: servicedesk@uu.se, or telephone 018-471 44 00, weekdays 8:00-21:00, weekends 14:00-17:30. Find more information at cg.uu.se/students/it.

**JANITORIAL SERVICES**

Our janitors keep our facilities neat and tidy. They also handle mail and shipping. You can reach them by telephone: 0498-10 82 13, or email: vaktiscampusgotland@uadm.uu.se.

**JOBS AND CAREERS**

Each semester, the Study Counsellors and Career Office and Student Health Services offer various events where you can improve your study techniques and also prepare for your future career. You
can also contact the Study Counsellors and Career Office if you need help reviewing your CV. Find more information at career-gate.student.uu.se

Looking for an extra job? Read about working at the university as a student host below or for other opportunities keep an eye on the bulletin boards in building D, on the Rindi's website rindi.com or on the Swedish Public Employment Services website, arbetsformedlingen.se/other-languages

**LAMNING – WELCOMING ACTIVITIES**

Lamning 2019 is the biggest welcoming event of the year! During the first weeks of the autumn semester you will be given the opportunity to not only get to know your fellow students, but all new students (lambs), older students (shepherds), and see what Rindi and Visby have to offer. For several months, the Lamning General and the shepherds have been planning activities and establishing contacts with the local business community to make Lamning 2019 the best kick-off in history. Buy your Lamning Kit as soon as possible, this is something you don’t want to miss.

**LANGUAGE WORKSHOP**

The language workshop is situated on the second floor in the Almedalen Library and offers all students individual guidance in written and spoken presentations in Swedish and English. Book an appointment by email: gotland@sprakverkstaden.uu.se
Find more information at cg.uu.se/students/language-workshop.

**LIBRARY**

Almedalen Library is a part of Uppsala University Library. As any library, they offer plenty of books, films and games to borrow. For students there are also private study spaces, a quiet reading room, group rooms and last but not least reference copies of course literature.

Online at almedalsbiblioteket.se you can apply for a library card, book group rooms and search for literature. There is also information about opening hours and events. The Almedalen Library is an integrated public and university library. The information desk on the 3rd floor is staffed at certain times by university librarians who can answer your questions.

The University Library’s joint information service is open on weekdays 9:00-18:00, ub.uu.se
Email: fraga.biblioteket@ub.uu.se
Telephone: 018-471 39 00 Twitter: @fragauub

**LOST AND FOUND**

Many found/forgotten items and valuables are handed in at the reception. Clothes and similar items
are stored for two months before they are donated to charity organisations.

Valuables are kept behind the counter and can be collected upon description. We keep valuables, such as keys or mobile phones for approximately 14 days. After that they are handed over to the police. Any bank cards submitted are cut and sent to the bank according to the information on the card.

**Lunch on Campus**

Many students bring their own lunch to campus, so microwaves and lunch areas have been provided in Restaurang Maltfabriken, Floor 1 of the Betty Peterson Building (House D) as well as in the student union, Rindborgen Floor 2. If you buy lunch from the restaurant Maltfabriken or at the surrounding restaurants make sure to ask for a student discount, and some places also offer takeaway.

**Office 365 Education**

All students at Uppsala University receive an Office 365 Education account with access to a Microsoft Office package, calendar, and email. Read more about it here: cg.uu.se/students/it/office

**Printing and Copying**

Campus Gotland has a joint print management system for students and employees on Campus.
You can print from computers in the computer rooms or via the web. After a document has been sent for printing from your computer you can go to any printer on campus and log in with your Campus Card. Your printout will appear on the printer screen and can be printed. Print coupons are available for purchase at the reception in different denominations between 20-200 SEK. Find more information at cg.uu.se/students/it/print.

Reception
In many ways, the reception is the hub of Campus Gotland, and it is also your first port of call when you walk through the main entrance at Cramérgatan 3. The reception is normally open weekdays 8:00-16:30 and at certain hours also Student services and the IT Helpdesk is available here. At the reception you can collect your examinations, book group rooms, hand in and retrieve lost property and refill your campus card for printing. You can also buy our profile products here. Read more about the services available at the reception at: cg.uu.se/students/reception.

Registering for Courses
To get started on the programme or course you are admitted to, you need to register. Log in to the Student Portal with the login details you received when you activated your student account (see heading Activate student account) and register on your course/courses, before the deadline for registration. Different courses may have different registration periods and you are responsible for finding out what applies. Information about your courses can be found by searching for the course name or application code via Search in the Student Portal. If you have any problems with registering, please contact the study administration, for example if you are conditionally admitted and need to show that you meet the requirements.

Rights and Regulations
Uppsala University has a zero tolerance policy on discrimination and victimisation and we work actively and intensively with equal opportunity matters. An important task is to ensure that our rules, norms and routines reflect an approach that is characterised by respect for the different backgrounds and conditions of our students and employees. Read more at: cg.uu.se/students/rights.

Schedule
Most course schedules can be found on the Student Portal or at the following address: schema.uu.se. When searching for a course schedule, you need the name of the course and the weeks it is given. By the Campus Gotland’s reception you can find a TV-monitor showing the daily class schedule.
SOCIAL MEDIA
Interact with us and receive news about what’s happening on Campus Gotland.
Facebook: facebook.com/uu.campusgotland
Instagram: instagram.com/uucampusgotland

SPORTS AND EXERCISE
Physical activity is good for the brain – it improves both learning and recovery – so it is a good idea to layer your studies with exercise. Gotland has a wide range of sports clubs and training centres that offer a variety of activities – some offer student discounts – and of course the island’s unique nature and culture offers good opportunities for various outdoor activities, all year around.

Gotland Sports Federation is a good place to start for more information but you may need to call or email them for guidance since their website is only available in Swedish: Rf.se/distrikt/gotlandsidrottsforbund
The student union Rindi most likely has an activity you can get involved in. Or perhaps you want to start something with their help? Email: info@rindi.com for more information

STORAGE LOCKERS
Lockers are available by the reception that can be used during the day. It is on a first-come-first-served
basis and remember to bring your own padlock. Do not forget to empty the locker at the end of the day.

**STUDENT ADMINISTRATION**

For course-specific matters, turn to the study administration on level 2 in the D-House: Monday - Friday (except weekends and public holidays): 10:00-11:30 and 13:00-14:30, or email studentservicecampusgotland@uadm.uu.se

For general questions about registration, admission, transcripts and so on, you can turn to the reception (see heading Reception) or read more about what you can get help with here cg.uu.se/students/studentservices

**STUDENT FINANCE**

The most common way for Swedish students to finance their studies is with the government funded student finances from the Swedish Board of Student Finance, CSN. On our finances page you can read more: uu.se/en/students/housing-and-financing

**STUDENT HEALTH**

(For illness, see Falling ill) At the Student Health Service, you can book appointments for individual counselling for issues concerning your student life. We offer support in coping with stress, performance
anxiety, sleep disorders, low self-esteem or other difficulties, or just a chance to talk about issues. The Student Health Service also organises lectures on subjects related to student psychological health. The counsellor, Sofie Westberg, works at the Student Health Service, Campus Gotland. Please note that no medically trained staff works here. For medical or physical problems please contact 1177 (+46 771 11 77) or one of Visby’s healthcare centers.

Contact information:
Drop-in for shorter questions: Mondays 14:00-16:00.
Book an appointment: timecenter.se/campusgotland
Telephone: 0498-10 82 44
Email: studenthalsan@campusgotland.uu.se
Visiting address: Building D, ground floor.
Web: cg.uu.se/students/health

STUDENT PORTAL

The Student Portal, studentportalen.uu.se, contains all the student services you need for your studies, such as details about courses, exams, grades, registration for exam, and much more, so make it a habit to log in regularly. Without logging in, you can access basic information about courses/programmes, as well as information that the department has chosen to make public. In order to see all the information related to the courses/programmes that you have been admitted to, you need to activate your student account and be registered (see headings Activate student account and Registration). Under the tab "My Studies" you can access your information from the Ladok student register. You can also check your registrations and credits awarded as well as download certificates.

STUDY ABROAD

As a full-time student at Uppsala University, you can apply to study 1-2 semesters or a shorter summer course abroad at one of our partner universities. You can also apply to do an internship abroad with a scholarship or to do field studies for your degree project. Information sessions are held every semester and all the detailed information is available at cg.uu.se/students/abroad.

To contact an international administrator:
Drop-in for shorter questions: Tuesdays 15:00-16:30
Book an appointment: timecenter.se/campusgotland
Email: mobility@uu.se
Visiting address: Building D, ground floor

STUDY AND CAREER COUNSELLING

The study and career counsellors at Campus Gotland can help you find your way through our programmes and structure your opportunities so that
you can make a conscious choice concerning your future. They offer counselling sessions and support before and during your studies as well as when you are about to enter the job market.

**Contact information:**
Drop-in for shorter questions: Mondays 15:00-16:30 and Thursdays 13:00 - 14:00
Book an appointment: [timecenter.se/campusgotland](http://timecenter.se/campusgotland)
Telephone: 0498-10 82 16 or 0498-10 82 45
Email: studievagledningcampusgotland@uadm.uu.se
Visiting address: Building D, ground floor.
Web: [cg.uu.se/study/counselling](http://cg.uu.se/study/counselling)

**STUDY TECHNIQUES**
To study successfully, it is important to have good study techniques, the basis for this is good structure and planning. Expect your studies to take time, full-time studies entail roughly 40 hours of study a week and a large part of this is your own responsibility.

Lectures on study techniques are offered during the semester and you can also get help with this at the Student Health Services or from Study and Career Counselling.
**Teaching methods**

Teaching consists of both scheduled lessons and self-study, where you read and solve tasks on your own or together with fellow students. A day without scheduled activities does not mean that you have time off, it means time for self-studies.

Lectures are a common teaching method where a lecturer talks about a subject. Seminars usually involve a small group of students meeting with a teacher to discuss a subject. You prepare by studying the subject in advance.

Teaching methods, such as laboratory sessions, group assignments, exercises and field work are also used. Some teaching is compulsory and graded. Be sure to find out what applies to your course.

**Tourist attractions on Gotland**

Tourism is one of Gotland’s largest industries and the island is one of Sweden’s most popular tourist destinations. Take the opportunity to discover Sweden’s largest island. Ask for advise at the tourist office, they know everything about Gotland, and are located on Donners plats, just a stone’s throw from Campus, or visit gotland.com/en

**Travel to and from Visby**

You can get to Gotland either by ferry or by airplane and several trips run each day. Students receive
discounts on both the ferry or with air carriers. If you register as a resident of Gotland during your studies, you can receive even better fares on the ferry, also known as the “Gotland discount”. Read more about travel to and from Visby on: cg.uu.se/study/travel

**WIFI**

Students and staff have access to the Eduroam network. It can also be used at other universities and a variety of other places around the world, such as airports. Instructions for connecting to Eduroam: cg.uu.se/students/it/wifi

**Work as a student host**

Looking for extra work during your studies? The university needs student hosts to help out during various events. As a student host, you need to be outgoing, comfortable with speaking to people and have a positive attitude. Swedish might be required for some events. You can gain work experience, new contacts and earn some money. If this sounds interesting, contact Yvonne Näsman, project coordinator on Campus Gotland. Email: yvonne.nasman@uadm.uu.se

Looking for extra work elsewhere? Keep track of advertisements on the bulletin boards in the D-house, at Rindi’s website rindi.com or at Arbetsförmedlingens homepage, arbetsformedlingen.se