

Very important information for fee-paying students

2021

IBG

How to be successful in admin

- Always follow this order
 1. Apply for courses spring/fall
 - Are you qualified? Unsure? Check with study counsellor
 - Can courses be included in your degree? Unsure? Check with your program director
 - Will courses match up to 30 credits?
 - Apply for back-up courses
 2. Accepted for course
 3. Pay for course
 - invoice from fee-master or linked to your previous payment
 4. Register for course
 5. Attend course
 6. Complete all modules on course
 7. Make sure course is completed in LADOK (technically course leader and IBG should do this)

Want to deviate – contact IBG first!

Account for payments

- Refunds are only done to the same account from which the payment was done
- Ensure access to that same account throughout your studies
- Ensure the account can receive money in case of refund
- Best to transfer money to Swedish account and pay from there
- Refund if already paid for course but cannot attend due to
 - Rejected for residence permit
 - Admitted with condition, do not meet condition when course start and therefore may not attend

Additional courses

- You can take up to 45 credits per semester
- You will have to pay for all credits
- Eg summer courses, evening courses

- For a MSc degree from UU you need 120 credits in total
 - Of which maximum 30 (relevant) credits at Bachelor level
 - Minimum 60 credits in your main subject
 - A thesis of minimum 30 credits

Extension residence permit

- Must be a full time student (30 credits spring, 30 credits fall)
- Summer (July) can be working/no studies or studies but **does not** count towards the 30 credits required during the regular semester
- Re-registration of unfinished course count towards 30 credits
- For extension to 2nd year, need **15 new credits** in total during first year
- For extension to 3rd year, need **22.5 new credits** in total during second year
- For further extension, need **30 new credits** in total per year
- Do not wait until last minute to apply (max 6 month in advance)
- Can remain in Sweden during processing of your application

Residence permit for studies

- You need a valid reason to remain in Sweden
 - Full time studies (registered for 30 credits per regular semester)
 - Approved work (earliest after passing 30 credits)
- Not accepted
 - Study break (unless working – see above)
 - Sick-leave (you have to go home for long term illness)

Qualify for courses

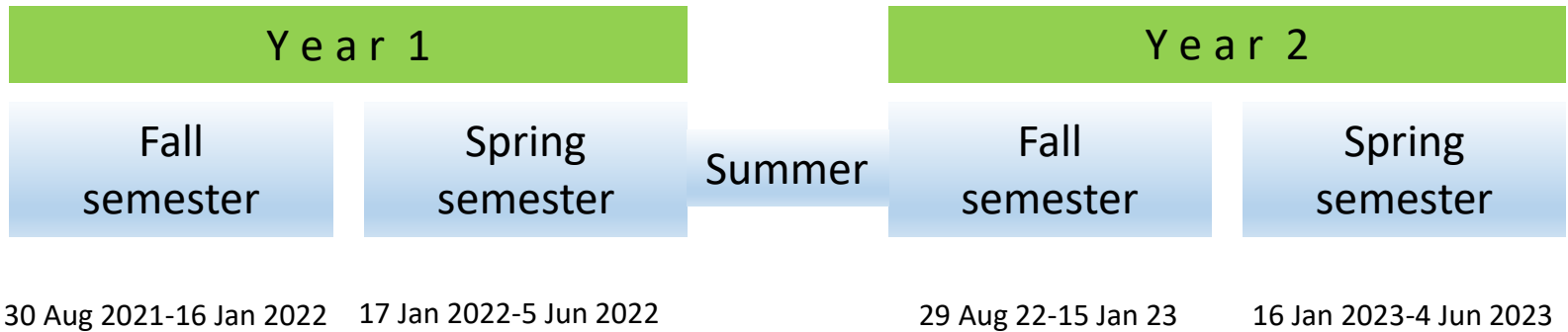
- If you are not qualified for the courses you applied for
 - Contingency plan?
- Allowed to change course within max 3 weeks after it started (but other problems may arise)
- Can take course at other university if ok with program director to include in study plan

Individual course

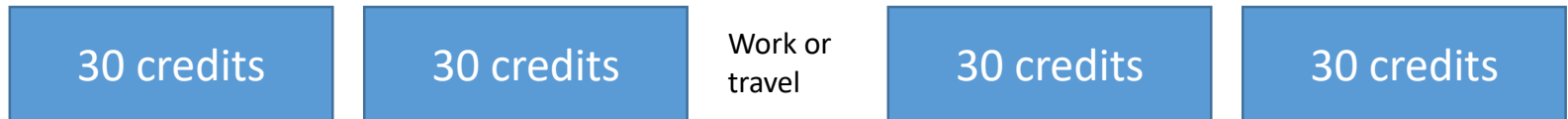
- Literature project
 - Short literature overview
- Research training
 - Get some hands-on practical experience with short overview report
- Project work
 - 'Mini-thesis' incl all steps and proper science report
- Thesis project
 - Complete research project

Summer courses

- You can take summer course
- You have to pay for credits
- Does not count towards 30 credits fall/spring semester
- May be included in degree or in addition to the 120 credits required for degree



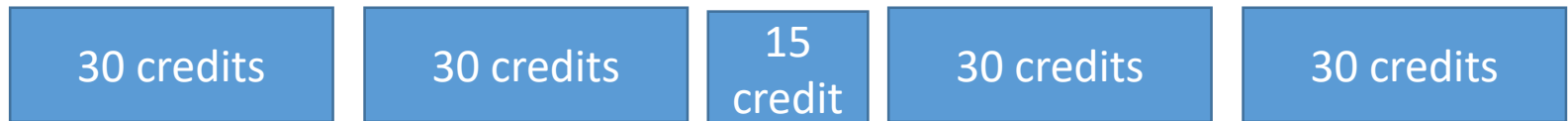
The typical study plan



Finish early by taking summer course that can be included in degree



Adding a course in the summer which may or may not be included in degree



Thesis project - Word of warning

- Must be registered full time so cannot use a semester and not study to look for thesis project
- Solutions
 - Look for project early
 - Contact IBG early if not successful
- Failure to be full time registered (ie 30 credits per semester) may result in deportation

Nothing happens in the summer

- Anything you need, get it done before end of June
- Most of July, IBG shuts down until mid-August

Don't get sick!

- If sick longer than one week, must see a licensed physician for medical certificate “sjukskrivningsintyg”
- Long-term illness may result in deportation
- When psychological problem, do not wait until life seems meaningless! Contact us before that happens!