



DALARNA
UNIVERSITY

**WELCOME
TO DALARNA
UNIVERSITY,
SWEDEN**



HÖRS
Lala

WELCOME TO DALARNA UNIVERSITY!

Dalarna University is situated in the heart of Sweden, in the beautiful region of Dalarna, which is considered by many to be a microcosm of Sweden. Culture and traditions are important here: this is the home, for example, of famous painters like Anders Zorn and Carl Larsson (who together with his wife Karin were pioneers of Swedish interior design at its best!). The natural surroundings are fabulous, and with immediate access to lakes and forests, this is the place to be if you want to try all manners of winter and summer sports.

Dalarna University has cooperative exchanges with 180 international partner universities and every year welcomes around 300 international students to campus studies.

Before commencing your studies, you'll have lots to do, which is why it is important you are well-prepared. This guide will help introduce you to our university, and it is our hope that you have a fulfilling and pleasant stay here with us in Dalarna!



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DALARNA UNIVERSITY

Dalarna University (Högskolan Dalarna) was established in 1977, and today over 16 000 students study here. It is located about 200 km northwest of Stockholm and has campuses in the twin towns of Falun and Borlänge.

Dalarna University is a modern and dynamic university with a progressive approach to teaching, learning and research. Here, tradition and innovation in pedagogical development work in unison. Although many of our students take our campus-based courses, a great number are registered in our web-based distance courses, for which Dalarna University is nationally recognized as a pioneer.

Accessible and open on a 24-hour basis, these web-based distance courses – our virtual campus – offer open lectures, seminars and lessons in which participants can interact with one another synchronously using pictures, sound and text. These are just some of the features of what is termed Next Generation Learning, and our goal is to be a leader in this innovative pedagogical field.

International students not only broaden their horizons during their stay in Dalarna, but they also make a welcome contribution to student life and perspectives at the university.

Currently, Dalarna University offers over 1 200 courses, 40 bachelor degree programmes and 15 master degree programmes. Disciplines at the university include the following:

- Campus Borlänge – Computer Science and IT; Economics; Business; Tourism; Technology and Science.
- Campus Falun – Sport and Health; Culture, Media and Design; Languages; Education; Social Studies; Health Care and Social Work.

“Mediehuset” in Falun is one of Sweden’s most modern and well-equipped teaching facilities for Media Studies. In Borlänge, students have access to a materials laboratory, one of the most modern in Sweden. This large black building also hosts the Solar Energy Engineering programme and its research facilities, and is the location of one of Sweden’s largest solar collectors.

By spring 2014, the Falun campus will have a brand new 4 500 m² library building, which will be of great asset to both students as well as the local community.



SWEDISH ACADEMIC SYSTEM

Higher education in Sweden is organized into general study programmes or single-subject courses.

ADMISSION AND REGISTRATION

You apply for courses and, provided you are eligible, you will be granted admission. Before you can start studying, you must register for the course. This is done at du.se/mypages, two weeks before the course start.

CREDIT SYSTEM

Swedish credit	ECTS credits	Full-time studies*
1.5 hp	1.5 ECTS	1 week
60 hp	60 ECTS	2 semesters (5 months each semester)

**40 hours of study: note, the number of lectures and classes per credit may vary.*

ACADEMIC YEAR

The Swedish calendar numbers the weeks, starting early in January with week one.

The Swedish academic year is divided into two semesters – autumn and spring – and week numbers are used here too.

Autumn: Early September (week 36) - mid-January (week 3)

Spring: End of January (week 4) - mid-June (week 23)

For exact dates see du.se/semesterdates

There are no official breaks during either semester, but normally some 10 to 14 days at Christmas are lecture-free. Nevertheless, you may still have written assignments to submit.

GRADING

Dalarna University uses four different goal-oriented grading scales, depending on the course.

Each course description explains which grading scale is used. These scales are explained on the transcript of records: du.se/ects.

TRANSCRIPTS OF RECORDS

Transcripts of records are issued free of charge and show credit points and local grades together with the ECTS Grading Scale for courses that have been running for more than two years. ECTS Grades are not issued. You can print secure transcripts from du.se/mypages.

UNIVERSITY PLATFORMS

WELCOME du.se/en/welcome

This link for new students is to help with finding important information about such matters as applications, accommodation, pick-up service, registration and Introduction Days.

FRONTER fronter.du.se

Fronter, a web-based learning platform, is an important tool that offers an interactive meeting place for students and teachers alike. You can find up-to-date information about courses, such as schedule changes, tips on extra course literature and more. You can use Fronter to submit assignments and exercises. In the discussion forum, students and teachers can discuss the subject, the course – indeed, anything of interest.

Teachers use Fronter to publish messages, syllabi, meeting times, lectures and documents that students might require. Teachers can also create evaluations and tests that can be corrected automatically or manually. You can also log in as a guest and visit other course rooms.

MY PAGES du.se/mypages

My Pages detail everything related to your studies. This is where you register for new courses and course examinations, print out certificates, forward email, change your password, view which courses you have completed, check your printing account – or even just check tomorrow’s weather forecast.

You will also find a marketplace for buying and selling.

The contents of My Pages are personalized for you. You need a user account and password, which you will receive before the semester start, so that you can log in to see your personal information. Please remember to update your postal address and phone number.

WEBMAIL webmail.du.se

Every student has a university e-mail account. It is your responsibility to read your e-mail regularly as there you will receive important information from the university departments and the student union. Whenever you contact anyone at Dalarna University or the student union, you should use your university webmail as this shows that you are a current student.

You can forward your incoming mail to one or more email addresses. Log in at du.se/mypages with your username and password, select “My account” in the menu and then “E-mail forwarding”.

See also du.se/en/support.

UNIVERSITY VOCABULARY LIST

Assignment: An assignment is an exercise that you complete on your own, although individual help from the teacher is both permitted and encouraged.

Class: A class is a teaching session that takes place in smaller groups so that the teacher can discuss the material with students and students can actively participate. Ideas presented in the lectures can be developed through cooperative problem-solving.

Lecture: During a lecture a teacher covers course material. A lecture is primarily a teacher's monologue, but you can ask questions whenever something is unclear. We recommend that you attend all scheduled lectures.

Seminar: A seminar can be seen as a discussion forum and can be either mandatory or optional. It can consist of, for example, discussions and assignment reviews. You are often expected to participate more actively in seminars than in lectures.

“Dugga”: A *dugga* is a small test or exam. There are two types: a mandatory *dugga*, which may replace an exam, and an optional *dugga*, which gives you extra credits.

Exams: Exams take place at the end of a course to show whether you have met the goals. There are different type of exams, such as take-home, on campus and online. A take-home exam means that you receive questions to be answered by a deadline, perhaps over the course of a week. An on-campus exam is written in a campus classroom at a set time and usually lasts several hours. An on-line exam is done over the Internet. Exam results should appear on My Pages within four weeks. If you fail an exam, there are opportunities to take it again.

STUDENT SERVICES

International Office ioffice@du.se

The International Office is the first place to visit upon your arrival at Dalarna University. We are here to offer you support and assistance, and to contribute to your successful experience abroad. There is an International Relations Office in the reception area at both campuses.

Service and Support support@du.se

The Help Desk is located at the reception area. This is where you go to create your user account and to get your key card, which gives you access to university premises. The Help Desk provides support with our learning tools, wireless network and printing/copying.

Student Health Services du.se/studenthalsan

When you need someone to talk to, whether about your well-being, study environment or life in general, you can contact the student welfare counsellors or the university chaplain. The chaplain can provide you with contact information to different religious congregations. Visits are free of charge, and all conversations are confidential.

Student University Counsellor Stefan Cassel,
E-mail: sca@du.se, Phone: 023-77 88 49 and
Anette Jönsson, E-mail: ajo@du.se, Phone: 023-77 84 93

University Chaplain Luis Francisco Rodríguez-Pérez
E-mail: luisfran.r-p@du.se, Mobile: 070-640 51 74
Phone Falun: 023-77 80 96, Borlänge: 023-77 80 46

Study Administrators studieadm@du.se

Study Administrators help you with late registration for courses, as well as the obtaining of a registration certificate and certified transcripts of records.

Study Counsellors studievagledning@du.se

Degree programme students can pose questions to study counsellors about the degree programme or combination of courses needed for degree applications. Exchange students receive academic guidance at their home university.

Alumni Network alumni.du.se

The Alumni Network is a valuable resource that is accessible to both former Dalarna University students as well as students in the final stages of their education with us. By joining the alumni network, you can make contact with old friends and others who remain active within academia.

University Library du.se/library

Each campus has a library where you can get help searching for information, borrowing books, ordering inter-library loans and getting information about how to avoid plagiarism. You can find many of your books in the university library, but sometimes you need to buy your own. The cheapest way is to order them over the Internet.



DALARNA'S STUDENT UNION

dalastudent.se

Dalarna University has two student union buildings, one in Falun and one in Borlänge. The Student Union (*kåren* in Swedish) has two important functions: one, it organises social events and activities for all students and two, it monitors courses and programmes in consultation with the university to ensure high quality. Representatives from the student union figure strongly in all decision-making bodies at the university.

During Introduction Days, the student union introduces you to the university, student life, and the towns of Borlänge and Falun, while also giving you a chance to get to know your classmates. All students are strongly encouraged to join the student union and participate in its activities.

Student Discounts

Being a student can be a challenge financially. That's why the student union works with various businesses to give you student discounts and special offers. You can find a list of local businesses offering rebates on the student union's website, dalastudent.se. Nationwide discounts and offers can be found at mecenat.se.



BORLÄNGE AND FALUN

Dalarna and the towns of Falun and Borlänge are home to many Swedish traditions. They also boast new technology, prospering businesses and many recreational activities.

Some 20 kilometres only separate the towns, and they are easily commutable by bus and train. Buses run every ten minutes between Falun and Borlänge: bus 253 runs campus to campus; bus 254 runs between Borlänge and Falun's regiment area "Regementet", where the media centre "Mediehuset" is located.

SPORT AND LEISURE

Combining studies with sport and other activities is easy in Borlänge and Falun. In Borlänge you can swim at the Aqua Nova water park, and in Falun you can work out at Lugnet's sport and recreation centre close to campus. If you don't play sports yourself, you can watch elite sport instead. The Swedish Ski Games are a part of the FIS World Cup and are held at Lugnet in Falun.

MORE THAN JUST KNEE TASSELS

Dalarna is Sweden's number one cultural province, with the Dala Horse, Sabaton and Mando Diao as claims to fame. Cultural activities are plentiful, from movies to concerts. In both towns there is always something to do: there are cafés and pubs, and the towns complement each other as Dalarna's central shopping destinations.

MUSIC

Borlänge is a town of music, with many different musical organizations being based here.

Falun has rich musical offerings. Musik i Dalarna and Dalasymfoniätten are orchestral organizations in Dalarna. In the summer Falun hosts the Seaside Festival and the Sabaton Open Air Festival, while during Falukalaset in June, the town is transformed into a large amusement park.

MUSEUMS

The Museum of the Future (Framtidsmuséet) in Borlänge is a special experience for everyone, regardless of age. Also in Borlänge is the Hat Museum, a rather different museum that is well worth a visit. The Dalarna Regiment's museum is located at Rommehed in Borlänge, and if you are interested in motorized vehicles, there is the Borlänge Motor Museum. If you want to learn more about one of Borlänge's greatest stars and one of the world's best tenors, visit the Jussi Björling Museum.

Falun also has a number of museums. The best known are Carl Larsson Gården (home of the famous Swedish painter) in Sundborn and the Falun Copper Mine, which is a must for all visitors. The copper mine once made Falun the second biggest city in Sweden and is today a world heritage site. Then there is Dalarna Museum, a great place to spend a free day. Falun offers much for art enthusiasts too, in particular the Falun Print Workshop, which has developed into being one of Sweden's most experimental studios.



HOUSING

There are several forms of student housing within walking distance from Campus Borlänge in Borlänge and Campus Falun in Falun. You can live in a dormitory room, shared apartment or private apartment. All housing is located within five kilometres of a university campus. To register for and choose your housing, you need to contact the housing companies yourself, something you should do well before the start of term.

Housing is offered by Tunabyggen (tunabyggen.se) in Borlänge and by Kopparstaden (kopparstaden.se) in Falun. It is important to register for housing in advance to ensure availability.

For information about housing, please visit du.se/accommodation.

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EMERGENCIES

In an emergency situation, contact the fire department, ambulance, police and security by phoning the central emergency number 112.

For non-emergencies: Dalarna Police Headquarters: phone 114 14.

INSURANCE AND MEDICAL CARE

All registered international students are covered by StudentIn insurance, which in case you are a non-EU citizen reimburses costs for medical and dental care for a period of one year (maximum) or until you receive a Swedish personal number from the tax office. EU-citizens bring their European insurance card; the medical part of the insurance does not apply to these students.

For terms and conditions, see du.se/insurances.

LEARN SOME SWEDISH

Hi/Hello	Hej
Good morning	God morgon
Good evening	God kväll
Goodbye	Hej då
Good night	God natt
How are you?	Hur är det?
Good, thank you	Bra, tack!
My name is ...	Jag heter ...
What's your name?	Vad heter du?
Yes	Ja
No	Nej
Thank you	Tack
You're welcome	Varsågod
Excuse me	Ursäkta
I don't understand	Jag förstår inte
Help	Hjälp

The Swedish alphabet differs from the English alphabet in that it has three additional letters:

Å is like the sound in “bone”

Ä is like the sound in “hair”

Ö is like the sound in “burn”

Dalarna University offers several courses in Swedish for Beginners. du.se/languages

CONTACT

IMPORTANT ADDRESSES

Postal address:

HÖGSKOLAN DALARNA du.se
791 88 Falun
Switchboard : 023 - 77 80 00

Visiting address:

Borlänge Office
Röda vägen 3, Borlänge

Falun Office
Högskolegatan 2, Falun

Student Services
Study Counsellors
International Office
Admissions Office
NGL Centre
University IT Services
Course Administrators
Graduation Office
University Library
Student Health Services
Student Union
Alumni

support@du.se
studievagledning@du.se
ioffice@du.se
admissions@du.se
ikt@du.se
support@du.se
studieadm@du.se
examen@du.se
bibinfo@du.se
du.se/studenthalsan
info@dalastudent.se
alumni@du.se

STUDENT UNION

Borlänge Office
Röda vägen 3
781 88 Borlänge
Phone: 023 - 77 89 92

dalastudent.se

Falun Office
Åsgatan 37
791 71 Falun
Phone: 023 - 77 71 60

MEDICAL CLINICS AND
DENTAL CARE
ltdalarna.se

Falun Hospital
Falun lasarett
791 82 Falun
Phone: 023 - 49 20 00

Borlänge Hospital
Borlänge sjukhus
Bergebyvägen
781 27 Borlänge
Phone: 0243 - 49 70 00

Britsarvet Medical Clinic
Vårdcentralen
Norra Järnvägsgatan 18
791 35 Falun
Phone: 023 - 49 16 10

Jakobsgårdarna Medical
Clinic
Vårdcentralen
Jaxtorget 7 A
781 10 Borlänge
Phone: 0243 - 49 77 00

Pharmacy (Apoteket)
apoteket.se

Dental Care
folktandvarden.se

SWEDISH SOCIAL
INSURANCE AGENCY
fk.se

SWEDISH POLICE
polisen.se

HOUSING

AB Stora Tunabyggen
Vasagatan 27, Box 308
781 24 Borlänge
Phone: 0243 - 733 00
info@tunabyggen.se

Kopparstaden
Trotzgatan 16, Box 1985
791 19 Falun
Phone: 023 - 458 00
student@kopparstaden.se

BANKS

Handelsbanken
handelsbanken.se

Nordea
nordea.se

SEB
seb.se

Swedbank
swedbank.se

SWEDISH PUBLIC
EMPLOYMENT SERVICE
arbetsformedlingen.se

THE SWEDISH TAX
AUTHORITY
skatteverket.se

TRAVEL IN SWEDEN
resplus.se

Maps in Sweden
eniro.se
hitta.se

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