



# Welcome to KTH!

Exchange studies autumn semester 2024

# International coordinators

## Exchange students:

[eexchange.in@eecs.kth.se](mailto:eexchange.in@eecs.kth.se)

## Double Degree and Dual Master students:

[dd@eecs.kth.se](mailto:dd@eecs.kth.se)

As your coordinators, we will be your key academic contacts during your studies at KTH. We can help you with any academic or study-related concerns you might have.



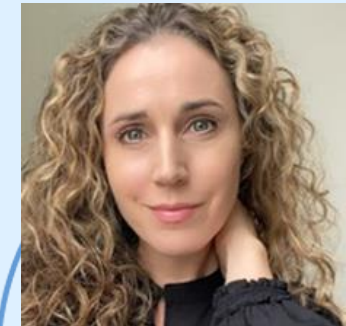
Erik Runn



Malin Vestin



Manja Schubert



(Christina  
Gabrielsson)



# Agenda – School Introduction

- KTH Campus, schools, and EECS
- KTH Account, access, and registration
- Emergency contact
- Academic year at KTH
- Examination
- Register for exams and valid identification
- Living and studying in Sweden
- Support services at KTH
- Mecenat: student discounts
- Security at KTH
- Student union at KTH
- Sources of information and course management
- Contact information
- Summary and drop-in hours
- Chapters



# Mentimeter

Open: [mentimeter.com](https://www.mentimeter.com)

Use code: 3877 3040



# KTH's campuses

KTH has five campuses spread around Stockholm, which are all easy to access by public transport. KTH Campus is located in central Stockholm, while KTH's other campus areas are strategically located close to industry and research.

KTH's different campuses:

- KTH Campus (central Stockholm)
- KTH Flemingsberg
- KTH Kista
- KTH Solna
- KTH Södertälje





# Things to do as a new student

A short checklist





# 1. Activate your KTH account

Activate your KTH account to access KTH's services, such as:

- The personal menu
- Ladok for students
- Canvas
- Your KTH email
- Wireless network

Activate your account with your activation code on **[kth.se/activate](https://kth.se/activate)**



## 2. Get your access card

- You will receive your access card during Arrival day, or by visiting KTH Entré at KTH Campus or one of our campuses in Flemingsberg, Kista or Södertälje.
- It gives you access to premises at KTH.
- Your access card is personal and linked to you as a student. You are therefore not allowed to lend out your access card.

If you need card support or have lost your access card, please contact KTH Entré at KTH Campus or one of our campuses in Flemingsberg, Kista or Södertälje.



## 3. Course admission and registration

You are manually admitted to KTH courses by us. Even though you have been admitted, you must also register for the courses.

- The course registration confirms that you will attend the course you are admitted to.
- Once you have registered for your course, you will get access to the course room in Canvas and will be able to get results reported.

## Välkommen till Ladok för studenter

Welcome to Ladok for students

### Inloggning

Login



Inloggning via ditt lärosäte  
Access through your institution

### Inloggning till lärosäten som inte tillhandahåller studentkonton

Log in to universities that don't provide student accounts



eduID



Antagning.se  
Universityadmissions.se

# How to register for your courses

Register in the service **Ladok for students**, which you find via the tab “services” when logged in on [www.kth.se](http://www.kth.se)

To change a course:

- Go to **Ladok for students** and choose to cancel or interrupt the course(s) you do not intend to take, and we can enrol you in a new course.
- Please send us an email with the new course (name, course, and application code).



Scan the QR code to learn more and register for your courses



# Studies at KTH





# The academic year 2024/2025

## Autumn semester

### Study period 1

26 August to  
11 October

Course registration  
22 August to 2 September

Lectures

Approx.  
2 courses

Own work, and exams 17-25 October

### Study period 2

28 October to  
13 December

Course registration  
24 October to 4 November

Lectures

Approx.  
2 courses

Own work, and exams 7-13 January

## Spring semester

### Study period 3

14 January to  
3 March

Course registration  
9 to 20 January

Lectures

Approx.  
2 courses

Own work, and exams 7-14 March

### Study period 4

17 March to  
20 May

Course registration  
13 to 24 March

Lectures

Approx.  
2 courses

Own work, and exams 26 May-2 June

# Examination

Some courses have written or oral exams. In other courses, you will be examined through an assignment or project assignment.

- KTH has exam periods at the end of each study period.
- If you miss or fail the exam, KTH gives a re-examination period some months later.

! If you have to take a written exam, you **must** register for it via the service Ladok for students.

- Exam period 1 - Registration opens 17 September
- Exam period 2 - Registration opens 28 November

Put a reminder on your phone!



# Bring a valid photo ID when taking an exam

Don't forget to bring a valid photo ID when you take an exam!

## Acceptable forms of identification at KTH include:

- Valid passport
- EU/EEA citizens can use a valid national ID card as identification

## Examples of documents that are NOT approved:

- Residence permit card
- Presenting a digital ID document
- Photo of a valid ID document
- Foreign driving licence
- Provisional passports

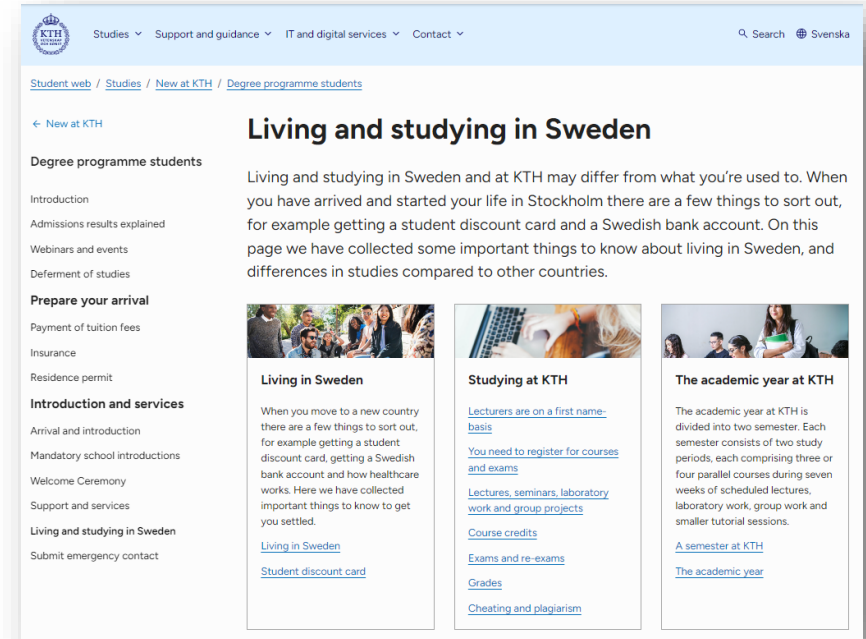
! Do you have a  
• valid document?



Scan the QR code to learn more about KTH's examination rules

# Guide to living and studying in Sweden

- Living and studying in Sweden and at KTH may differ from what you're used to.
- When you have arrived and started your life in Stockholm, there are a few things to sort out, for example, getting a student discount card and a Swedish bank account.
- At [kth.se/newatkth](https://kth.se/newatkth), we have gathered some important things about living in Sweden and differences in studies compared to other countries.



The screenshot shows the KTH website page titled "Living and studying in Sweden". The page is for degree programme students and contains a navigation menu on the left with items like "Introduction", "Admissions results explained", "Webinars and events", "Deferment of studies", "Prepare your arrival", "Introduction and services", and "Living and studying in Sweden". The main content area includes a paragraph explaining that living and studying in Sweden differs from other countries, followed by three columns of links: "Living in Sweden" (with sub-links for "Living in Sweden" and "Student discount card"), "Studying at KTH" (with sub-links for "Lecturers are on a first name-basis", "You need to register for courses and exams", "Lectures, seminars, laboratory work and group projects", "Course credits", "Exams and re-exams", "Grades", and "Cheating and plagiarism"), and "The academic year at KTH" (with sub-links for "A semester at KTH" and "The academic year").



# Student wellbeing

Studying abroad may require major adjustments to your life. It involves moving away from friends and family and getting acquainted with a new study environment and new classmates. Thus it's important to:

- take time off for recreation
- exercise
- take care of your sleep
- talk to someone if you are stressed or do not feel well

[Stockholm Student Health Services](#)

Email: [studenthalsan@su.se](mailto:studenthalsan@su.se)

## **In case of illness**

For issues regarding your healthcare, please call 1177

Through the Swedish healthcare helpline (1177) you will get advice and help around the clock. They will guide you to your nearest clinic/hospital.

If you are calling from a foreign phone number dial +46 771 11 77 00.

[Swedish healthcare system](#)





# Support and guidance at KTH

To help you settle in, KTH provides you with a range of support and services tailored to the needs of international students.

On the **Student web** you will find information about what KTH offers, such as:

- The student health services
- Support for students with disabilities
- Study tips and techniques
- How to avoid plagiarism and cheating



Scan the QR code to learn more about KTH's support



# Security at KTH

Security guards around campus to ensure safety

Authorization and identity control

## Important phone numbers

### In case of emergency

SOS Alarm 112

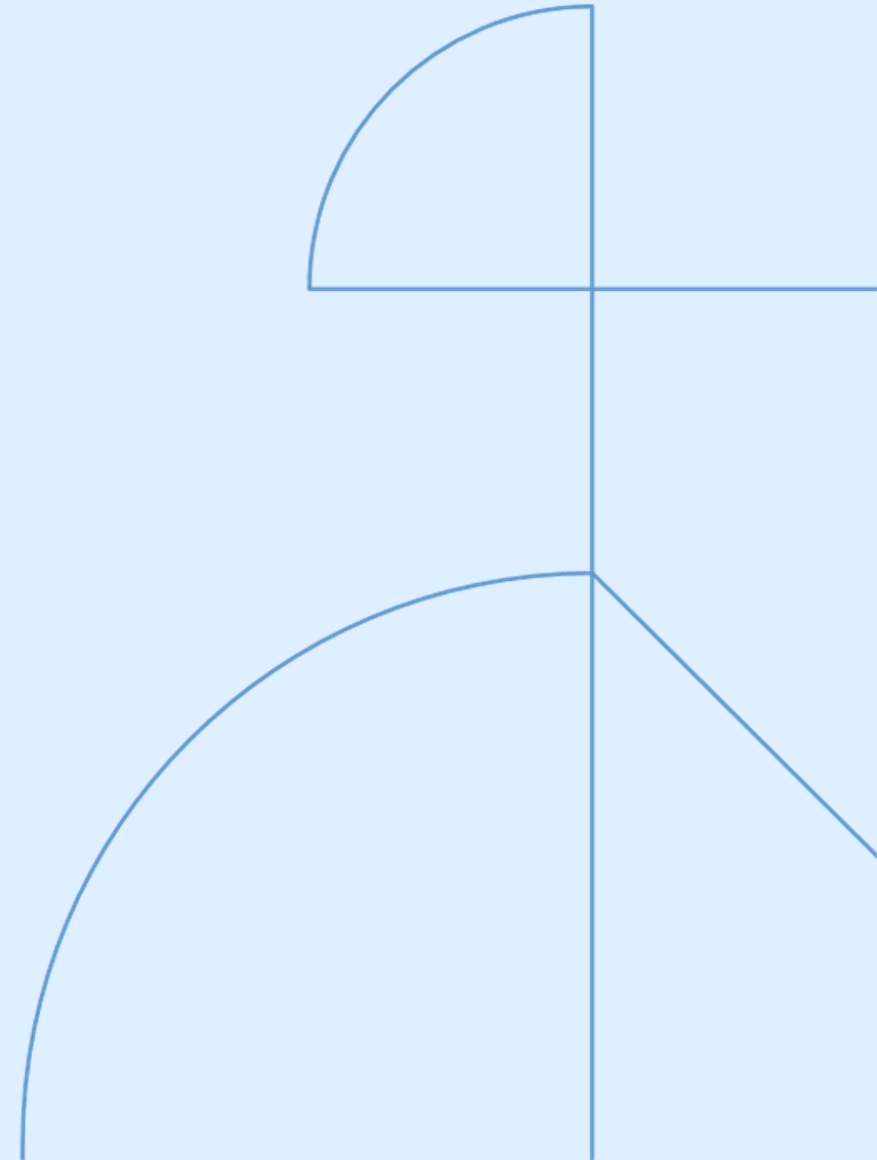
KTH's internal emergency number (24 hours) 08 790 7700

### Other important phone numbers

Medical advice 1177

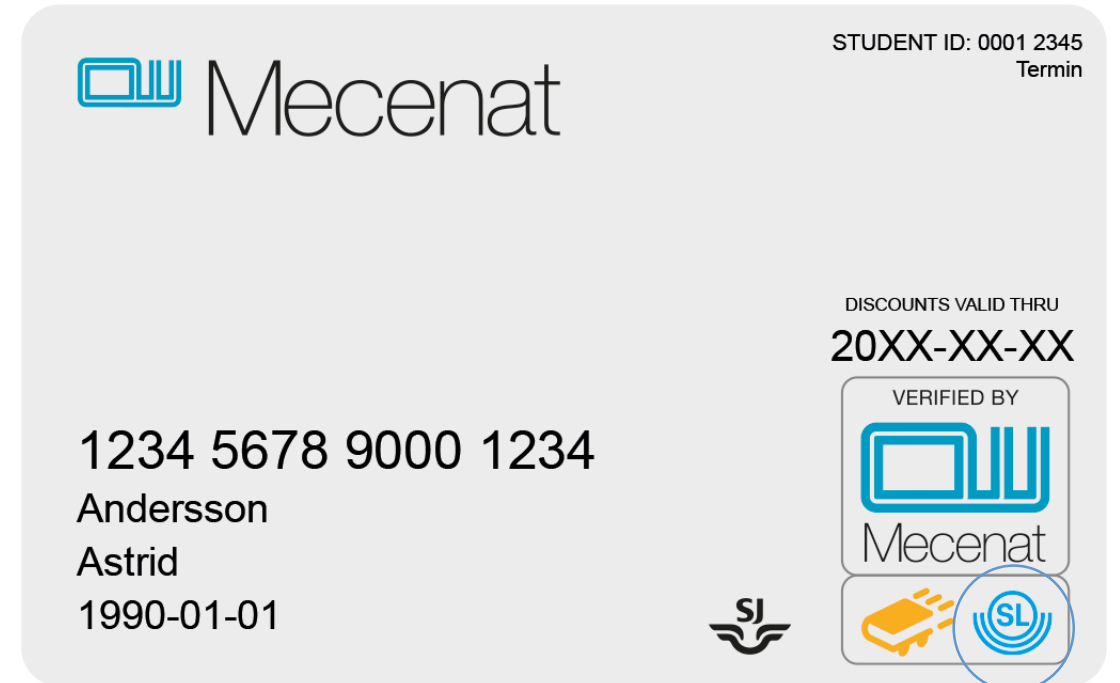
SOS Alarm (information line) 113 13

Police (non-emergencies) 114 14



# Student discount card from Mecenat

- All international students are assigned an interim personal identity number. Access the number on **student.ladok.se**. You will need the number to access your Mecenat student discount card.
- A digital Mecenat card for your smartphone will automatically be ordered when you have registered for your courses.
- You are eligible for student discounts on Stockholm Public Transport (SL), but only after you have received your Mecenat card with an SL logo. Before that, you have to pay full price.



SL-logo

# THS, Student Union at KTH

The student union exists to represent the students and has a unique status with a legal right to influence KTH.

The student union:

- helps you influence your education and conditions for studies
- coordinates a diverse association life with social activities
- is democratically structured and governed by you and other members

Find more information on [ths.kth.se](https://ths.kth.se).





# Student information and services



# The personal menu

Log in to [www.kth.se](http://www.kth.se) to access the personal menu.

The personal menu is your entry point to your studies with links to your schedule, courses and important services such as Ladok for students, which is used for course and exam registration.



The screenshot shows the top navigation bar of the KTH personal menu. The user is logged in as 'Martin'. The navigation menu includes 'Schedule', 'Studies', 'Teaching', 'Programme', 'Groups', and 'Services'. On the right side of the navigation bar, there are icons for help, email, chat, and a notification bell. Below the navigation bar, the 'Current Courses' tab is selected, showing three course cards:

- DD1390 | Registered**  
Programme Integrating Course in Computer Science Engineering  
HT20 (prosam20)  
[Course Description](#)
- SF1633 | Registered**  
Differential Equations I  
VT23 (CMAST2)  
[Course Description](#)  
[The Course VT23 in Canvas](#)
- DA150X | Registered**  
Degree Project in Computer Science and Engineering, First Cycle  
VT23 (dkex23)  
[Course Description](#)  
[The Course VT23 in Canvas](#)

# Ladok for students

Ladok is an important system for student records where you can administrate your studies.

In Ladok, among other things, you can:

- Register for courses
- Register for exams
- See your results on courses
- Print certificates
- Apply for a degree certificate



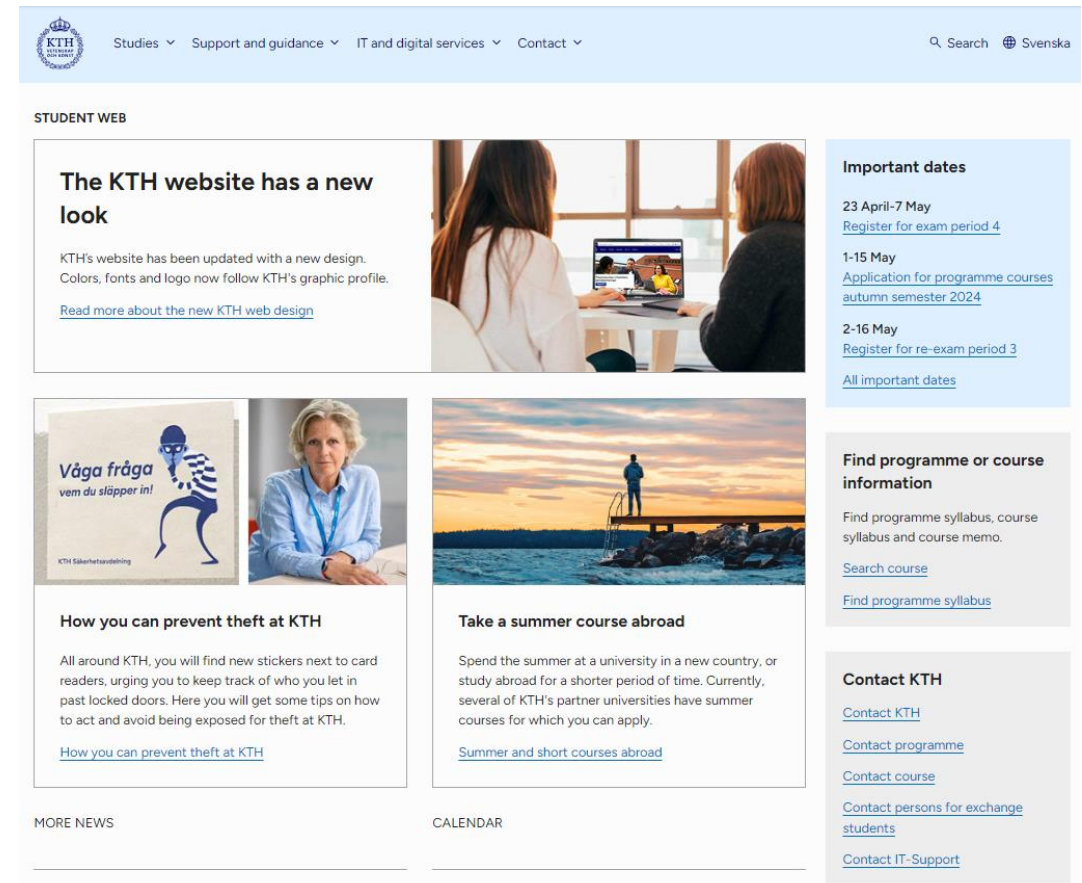
Scan the QR code to learn more about Ladok for students

# The Student web

KTH's student website, [kth.se/en/student](https://kth.se/en/student), contains useful information regarding your studies, such as:

- contact information
- support and guidance
- IT and digital services
- student health services
- news and events

KTH's newsletter is sent out once a month to all students based on the content of the Student web.



The screenshot shows the KTH Student web homepage. At the top is a navigation bar with the KTH logo, menu items for 'Studies', 'Support and guidance', 'IT and digital services', and 'Contact', a search icon, and a language selector for 'Svenska'. The main content area is titled 'STUDENT WEB' and features several news cards. The first card, 'The KTH website has a new look', includes a photo of two students at a computer and a link to 'Read more about the new KTH web design'. The second card, 'How you can prevent theft at KTH', features a poster with a thief and a photo of a woman, with a link to 'How you can prevent theft at KTH'. The third card, 'Take a summer course abroad', includes a photo of a person on a pier and a link to 'Summer and short courses abroad'. On the right side, there are three vertical panels: 'Important dates' with exam and application deadlines, 'Find programme or course information' with links to syllabus and search, and 'Contact KTH' with links for KTH, programme, course, exchange students, and IT support.





# Course room in Canvas

Canvas is KTH's learning platform for all courses and programmes at KTH.

When you register for a course, you get access to the corresponding course room in Canvas.

In the course room, you will find, among other things:

- link to the course PM
- course material
- assignments
- announcements from teachers



# Contact KTH





# How to contact KTH

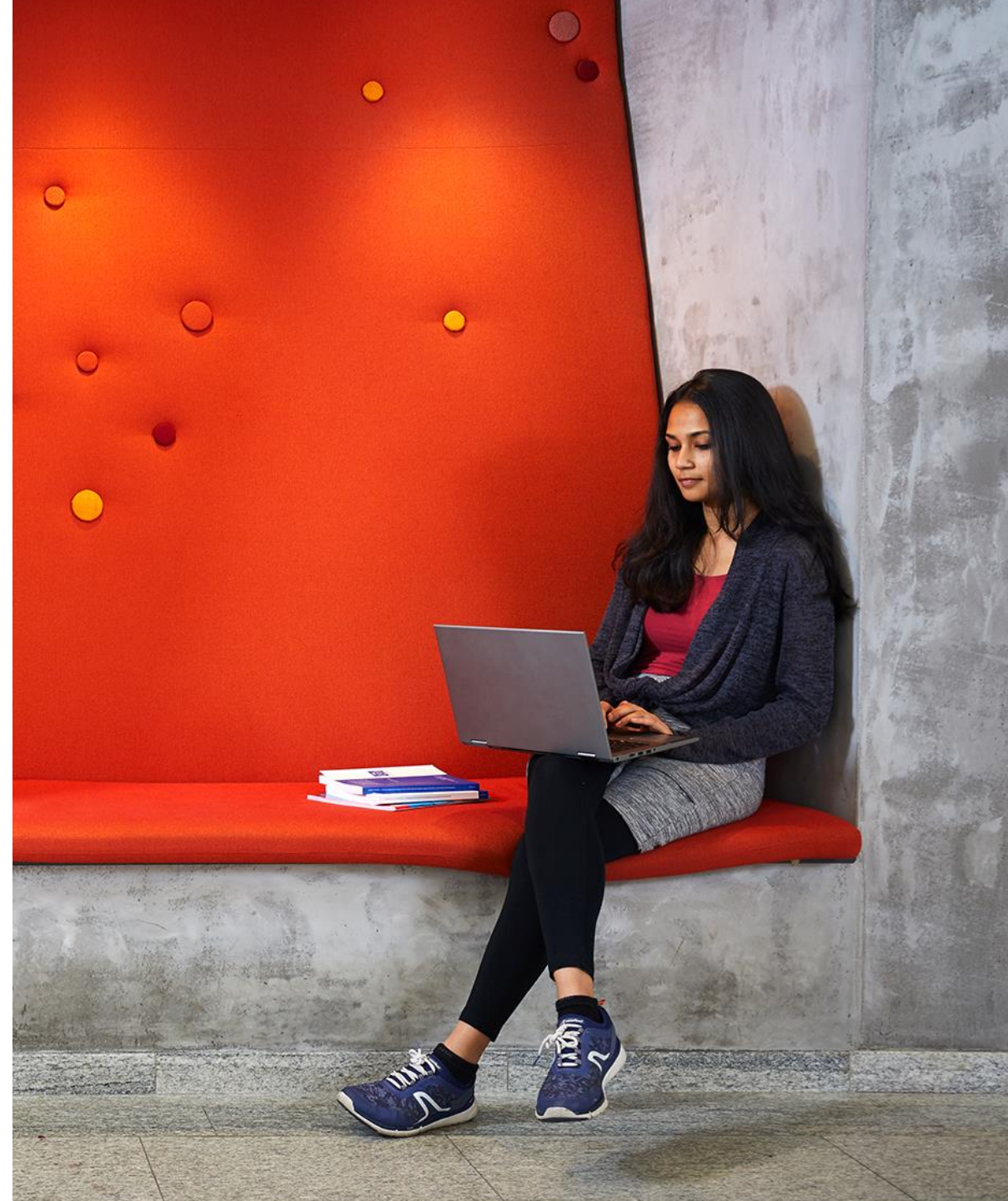
For questions concerning your studies, contact your international coordinator. The coordinator can also help with study-related issues, or social matters related to your studies.

You can reach your coordinator at:

[exchange.in@eecs.kth.se](mailto:exchange.in@eecs.kth.se) (incoming exchange)

[dd@eecs.kth.se](mailto:dd@eecs.kth.se) (double degree, dual master)

For all other questions, when you don't know where to turn, email [info@kth.se](mailto:info@kth.se).



# Summary

Before the semester starts:

- Activate KTH account
- Get your access card
- Register for courses in P1 on time

During the semester:

- Register for exams on time
- Bring valid ID to exams
- Register for new courses in P2 on time

Drop in at Lindstedtsvägen 3, floor 4:

- August 21, 09.00-11.00
- August 22, 09.00-11.00

