**Dear partner,**

Please read the information.

The Faculty of Arts & Sciences at Linköping University will open the application form for incoming exchange students for the autumn semester 2019 and the whole 2019/20 academic year in early March.

**Application deadline: 15** **April 23:59** (Central European Summer Time – CEST).

# Timeline

Nomination period start:                                     **15 February 2019**

Application period start:                                       **Early March 2019**

Nomination deadline:                                            **15 April 2019**

Application deadline:                                             **15 April 2019, 23:59 CEST**

Admission letters (non-EU citizens):                **13 May 2019**

Admission letter (EU-citizens):                           **5 June 2019**

Arrival Day for Intensive course in Swedish: **5 August 2019**

Start day for Intensive course in Swedish:     **6 August 2019**

Arrival day:                                                                **12 & 13 August 2019**

Orientation Programme (mandatory):            **15 & 16 August 2019**

Autumn semester dates:                                     **19 August 2019 – 19 January 2020**

Spring semester dates:                                         **20 January** - **07 June 2020**

# Nomination

You can start nominating your students from now by sending the following information by email to international@ffk.liu.se :

Student´s first name:

Student´s last name:

Student´s email address:

Field of Study:

Level:

You can nominate your students until the end of the application period on **15 April;** however, we strongly recommend that you nominate them as soon as possible in order to give the students enough time to apply. We remind you that applications are dealt on a “first come, first served” basis.

**If you have already nominated your students, you do not need to do it again!** We will contact them directly with all the necessary information about the application process when the application portal opens in early March.

# Online Q&A sessions

Throughout the application period, online Q&A sessions will be held. One of our coordinators will be there to answer to the students´ questions regarding the application process, courses and study plans, and offer them advice and guidance. The sessions will be held every **Wednesday at 15:00 CEST**, from 6 March to 10 April. Registration is required. Please find more information [here](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fliu.se%2Fen%2Farticle%2Fapplication-procedure-faculty-of-arts-and-sciences&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381557715&sdata=nf%2F8CBp7eq0EMS0XXJ%2BsR26Rt61SeotGoMH3Gn4jChw%3D&reserved=0).

# Courses

You can find our course catalogue [here](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fliu.se%2Fen%2Farticle%2Fapplication-procedure-faculty-of-arts-and-sciences%23r-36ddc2b527de470c84a106f65d633ec4&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381567727&sdata=%2BtxKYgyYziuly817z7YQcpTOJFrs4nyYMCkNSo5Ja10%3D&reserved=0).

The code “A1X” in the level column refers to courses given at the master level, while the codes “G1X” and “G2X” refer to undergraduate level courses.

Your students should choose courses according to their study level but they can take courses from any study field, **as long as they meet the entry criteria**. Nevertheless, it is advisable to choose most courses from the subject area within which they have been nominated.

Students nominated to the Faculty of Arts and Sciences can even choose courses from the Faculty of Educational Sciences, **as long as they meet the entry criteria**. On the other hand, it is very difficult and complicated for students to take courses in the Faculty of Science and Engineering, due to schedule overlaps and eligibility issues.

# Credits and grading scale

Full-time studies and minimum credits per semester are 30 ECTS. The students are allowed to take up to 45 ECTS per semester.

Please note that Linköping University does not use the concept of “contact hours” to measure the course´s workload. The University uses the [ECTS credits](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fec.europa.eu%2Feducation%2Fects%2Fusers-guide%2Fkey-features_en.htm%23ectsTop&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381577736&sdata=mTJF%2BWAIdBwdfiYIyP1KaDWttxsaGPV8UV48yOwjqvk%3D&reserved=0), which express the volume of learning based on the defined [learning outcomes](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fec.europa.eu%2Feducation%2Fects%2Fusers-guide%2Fglossary_en.htm%23learning-outcome&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381577736&sdata=BFPv47FY14Lt44LG7yWcP7t6vbDbYuWMdB308bkDdBk%3D&reserved=0) and their associated [workload](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fec.europa.eu%2Feducation%2Fects%2Fusers-guide%2Fglossary_en.htm%23workload&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381587744&sdata=ItEhTbvtts52yJVNcyg%2BKnSE8d2A%2F3u9hV3M5QZ2Bfs%3D&reserved=0). One credit typically corresponds to about 25 hours of work, which includes lectures, seminars, group work, individual study and exam and assignment writing. For example, a 7.5 ECTS course that has a 5-week duration, would have a total workload of 187 hours, which means about 37 hours per week.

For the most courses offered to exchange students, the ECTS grading scale is used. Linköping University does not have the possibility to convert the ECTS grades into other universities´ grading scales.

A small number of courses offered to exchange students and all courses taught in Swedish (for Swedish speaking students – this does not include the Swedish language courses) use the Swedish grading scale (VG/G/U). Partner universities can use the table below to convert the Swedish grades into ECTS, in case any of your students take one of those courses. **Please note that if a course is graded according to the Swedish grading scale, the student´s transcript of records will display only the Swedish grade.**

|  |  |  |
| --- | --- | --- |
| **Swedish grading scale** | **Description** | **ECTS grading scale** |
| Väl Godkänt – VG | Pass with distinction | A |
| Godkänt – G | Pass | C |
| Underkänt - U | Fail | Fx |

# Application procedure

The application is handled entirely online. It is not necessary to send the application form or any other document by post or email. You can find detailed instructions and a video tutorial on our [webpage](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fliu.se%2Fen%2Farticle%2Fapplication-procedure-faculty-of-arts-and-sciences&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381587744&sdata=6pxV3h944Al0zcWFSZSOTUZWxHWfZH6b5w5oNhvEsGY%3D&reserved=0). The applications submitted in time will start being processed as soon as the deadline expires on 15 April. The assessment process will take approximately 8 weeks to be completed.

# Supporting Documentation

When applying, students will need to upload:

* Their Transcript of Records
* Proof of English (if applicable)
* List of ongoing courses/certificate of enrollment
* Degree certificates (if applicable).

The documents should be uploaded in *one* pdf-file. Please note that the file cannot be larger than 10MB.

# Study plan

Students should choose the courses they would like to study at LiU when applying. Please keep in mind that the courses selected on the application form constitute a **final and definite study plan**. Course changes should occur **only in exceptional cases**.

# Letter of Admission

The admission letters will be sent:

* **On 13 May 2019 for the students who need a visa to study in Sweden**
* **On 5 June 2019 for the rest**

# Transcripts of Records

Linköping University does not distribute transcript of records automatically after the completion of the student´s exchange period.

The students can either order by email an original stamped and signed document, which will be sent to their home address, or they can download an electronically verified transcript in pdf form from their student portal.

If you do not accept transcripts handed-in by your students and you require the document to be sent directly to you by us, please contact us at international@ffk.liu.se.

# Accommodation

Linköping University guarantees student housing for your nominated exchange students applying within the application period. A number or our rooms are double and your students may be offered a place in one of them.

# Residence Permit

We try to send the acceptance documents as quickly as possible so that the students can apply for the residence permit/visa as soon as they have their documents. As it can take several months to receive the residence permit we strongly advise the students to start preparing their application to the Swedish Migration Agency already now. More information about the application can be found at the [Swedish Migration Agency´s website](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.migrationsverket.se%2FEnglish%2FPrivate-individuals%2FStudying-in-Sweden%2FUniversities-and-university-college.html&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381597748&sdata=KCj%2Fk7gQ8RxN533hjq%2BeXgr1FqwqzornaqoEWQ3KI9U%3D&reserved=0).

# Plagiarism and Copyright

Linköping University places great importance on issues regarding plagiarism and copyright. A conscious effort is being made to disseminate relevant information and make our students aware of the perils and consequences involved, as well as ways to avoid it.

Students will receive information about plagiarism and copyright during the Orientation Programme and in the beginning of their courses. Students can also consult the relevant material which is available [online](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fliu.se%2Fen%2Farticle%2Fplagiering-upphovsratt&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381607756&sdata=sZiwAsQOBipbmSd5T39evKkXm%2Fjp0A89isrdhJaVqVE%3D&reserved=0). In addition Linköping University´s Library has prepared an [online tutorial](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fnoplagiat.bibl.liu.se%2Fdefault.en.asp&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381607756&sdata=fmea2Cn3KKgA34HB2tz5g2cpdB6esOXjjG30qup8vAo%3D&reserved=0), which contains definitions, information, examples and exercises, so students can familiarise themselves with the subject and get a better grasp of the referencing expectations in Linköping University.

# Further Information about LiU

[Website for incoming exchange students](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fliu.se%2Fen%2Feducation%2Fexchange-studies&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381617765&sdata=zHADV16mXbKkaNhuG1E5CO%2F3d2%2FwAXCiHnP%2B6Odmp4U%3D&reserved=0)

Videos about Linköping University:

[General Information video](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D-UCi0xyB2NQ%26feature%3Dplayer_detailpage&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381617765&sdata=PBVYd4kNwEm6vyTup9pNDOHsvtWxEzR7b%2BmCDiYhIq0%3D&reserved=0)

[Linköping University – our story](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dsny5HcfOVJw&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381627773&sdata=sJ1OfLH8q2%2BFWtFBcyie3SzKocoU3BXLRTGm%2FyKSdOs%3D&reserved=0)

[Linköping University in 1 minute](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DQIDBbENAIgk&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381637781&sdata=6gr2QrUTjTEj6p74vbixvOBHVlhwsPrLadQPok9PvH8%3D&reserved=0)

[Linköping – where ideas become reality](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DNkyonpQQ6pg&data=02%7C01%7CJessicasun%40pitt.edu%7C0d206828517a499c692e08d692660e6f%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636857364381637781&sdata=MaMB7E%2BWUqLfOtaw9J0gCwy3C8iVA8wIj8mQrGAHCOc%3D&reserved=0)

If you have any questions, please do not hesitate to contact me.

Best regards
Kostas Mitropoulos
International Coordinator

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