



UNIVERSITY OF  
GOTHENBURG

# WELCOME MASTER'S STUDENT AT THE SCHOOL OF BUSINESS, ECONOMICS & LAW





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GOTHENBURG

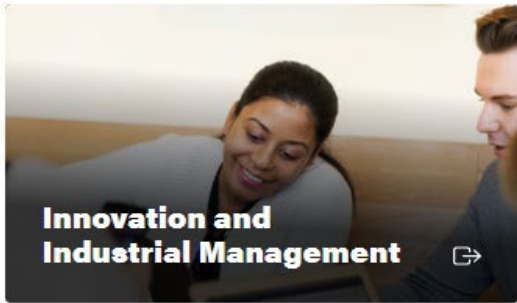
# WHERE YOU BELONG

1. UNIVERSITY OF GOTHENBURG

2. SCHOOL OF BUSINESS, ECONOMICS & LAW

3. GRADUATE SCHOOL





## STUDENT OFFICE AT THE GRADUATE SCHOOL

We can help you with schedules,  
exams, reporting of results,  
admission, counselling and guidance.

*Our office is situated at Vasagatan  
1, in the B building, fourth floor.  
Find our [contact page at the  
Student Portal.](#)*



# STUDENT COUNSELLING

- Personal academic guidance regarding studies.
- Individual study plans
- Elective and mandatory courses
- Credit transfers
- Study Leave & interrupting studies
- Certificates for Migration Agency
- Studies abroad
- [Other support functions the University of Gothenburg](#)



# STUDENT COUNSELLING AVAILABILITY

Check out the [Study Counselling page](#) at the Student Portal on ways to reach us and schedule meetings.

**Monday - Thursday 9-15:30 week 35 (28/8 – 31/8)**

**Monday – Thursday 9-15:30 week 36 (4/9 - 7/9)**

We will have open doors for students who wish to visit  
(Graduate School student office, B building, fourth floor)





GÖTEBORGS  
UNIVERSITET

# STUDENT PORTAL

- Services & Tools
- Guidance
- Study Environment & Rules
- Graduation & Degrees
- Studies abroad
- New Student Portal from end of October



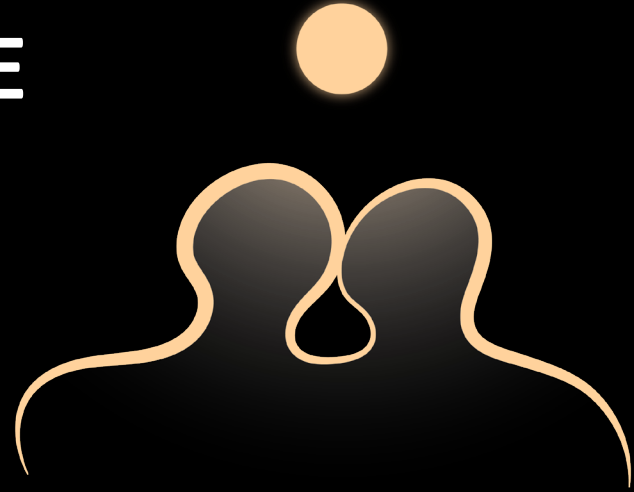
# STUDENT HEALTH CARE

As a student at the University of Gothenburg, you have access to support if you are experiencing health issues related to your studies.

[Student healthcare – Student Portal \(gu.se\)](#)

**More about Health Care in Sweden**

[Students from other countries: How to seek medical care - 1177](#)





# STUDENT ACCOUNT

1. You use your student account to log in to the Student Portal and access the learning platform **Canvas** and the student record system **Ladok**.
2. Follow [the instructions on how to activate your student account at the Student Portal](#). Use your Swedish personal number and the login for [universityadmissions.se/antagning.se](https://universityadmissions.se/antagning.se).
3. If you do not have a permanent Swedish personal identity number, you need support from [Servicecenter](#) to access your student account.



# GU CARD

- [Access card](#) to the School of Business, Economics and Law.
- Library card at [Gothenburg University Library](#)
- [Printing and copying card](#)



# SERVICECENTER AT THE UNIVERSITY OF GOTHENBURG

[Servicecenter](#) is your gateway to the services that the University offers.

- GU Card
- Academic transcripts
- Student account
- Information and brochures
- Student information





# LADOK

## STUDENT RECORD SYSTEM

- [Log in to Ladok through the Student Portal](#)
- **Register** for courses
- See your registrations
- See your **finished courses and grades**
- View and print a verifiable **study certificate**
- See and change your **contact information**
- **Sign up for examination**
- **Apply for a degree**





# CANVAS

## ONLINE LEARNING PLATFORM

- [Log in to Canvas through the Student Portal](#)
- Information on courses such as schedules, literature, contact info, exam dates.
- Communication and collaboration between teachers and students.
- Registered in Ladok on a course to get access.
- Download the Canvas student app (Google/Apple Store).



canvas

# CHECK YOUR STUDENT E-MAIL

**ALL INFORMATION FROM THE UNIVERSITY  
WILL GO TO YOUR STUDENT E-MAIL,  
GUSxxxx@student.gu.se**

1. Update your e-mail in Ladok, My Pages, to the student e-mail
2. Create an automatic forwarding to your private e-mail inbox
3. Check your spam folder

**If you experience any problems, contact the Servicecenter.**





# ELECTIVE COURSES

- Tailor your degree with elective courses
- List of courses at [the Student Portal](#)
- Autumn and spring selection
- A unique link will be sent to your student e-mail





# SIGN UP FOR COURSES

- [You are responsible for signing up \(register\) before each course](#) in Ladok!
- Academic calendar (autumn & spring)
- Semester divided in four study periods
- **Deadline** for registration!





# TEACHING & EXAMINATIONS

- Different courses will have different teaching methods
- Different types of examinations
- Assignments, group work and written exams
- Check [the course syllabus](#) and/or Canvas



# EXAMS

- **You must register in advance for written exams in the examination hall!**
- Cancel if you are unable to attend.
- If you do not register, you will **not** be able to write the exam.
- The web registration opens 3 weeks before the exam and **closes 10 days** before the exam.
- Register for exams in Ladok.
- All exams are marked anonymously.
- Exam results are published on the web page for the course (Canvas).
- Number of exams offered: 1 exam, 1 re-exam and sometimes 1 exam in end of August.



# STUDENT REPRESENTATIVES

- There are *four* student representatives per programme (two representatives per programme and year).
- Important link between students and course responsible teachers, programme coordinators in regard to course evaluations, views on the education, and other student related issues.
- You [find the representatives at the Student Portal pages](#).
- More information and selection in early September.





# HELP US IMPROVE!

- **ANSWER THE COURSE EVALUATIONS!**

(Course evaluations are anonymous)

- **You can also submit feedback to :**
  - Your student representatives for your programme or course
  - Teachers
  - Programme coordinators
  - Student counsellors
  - Administration staff





# Master Your Master's and Academic Integrity

- You have been invited to the Canvas page
- On the Canvas page, you find:
  - How to ***Master Your Master's*** and how it is to study at the University
  - **Academic Integrity**. You need to read all information and do three tests!
  - **Rules for studies and examinations**
  - **Letter of Agreement**. You need to sign it and submit it on the Canvas page
- If you have not been invited to the Canvas page, contact the administrative coordinator for your program





**Thursday 7 September**

**15:15 – 18:00**

**Malmstenssalen,  
School of Business, Economics and Law**

**Find information about the event at the  
Canvas page!**



# INTRODUCTION DAY

MONDAY 28 AUGUST

All Master's programmes will have separate programme introductions and the schedule for the day is published at the [Student Portal page](#)





# THE SUSTAINABILITY DAY

**Wednesday 30 August**

**10:15 – 12:00**

**Malmstensalen,**

**School of Business, Economics and Law**





# PRELIMINARY SCHEDULE WELCOME WEEKS

Organized by IntU

TUESDAY

29/8

Hangout in Slottsskogen  
Event sponsored by  
Graduate School

SUNDAY

3/9

International  
dinner

THURSDAY

7/9

Party Paddan

WEDNESDAY

30/8

Beer pong

MONDAY

4/9

Universeum

FRIDAY

8/9

Midsummer  
sittning

THURSDAY

31/8

Gothenburg  
Race

TUESDAY

5/9

Karaoke

SATURDAY

9/9

Bonfire

SATURDAY

2/9

Volleyboll

WEDNESDAY

6/9

Pub Night





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**GOOD LUCK WITH YOUR STUDIES!**

