



## UMEÅ UNIVERSITY

# Nomination instructions Umeå University Spring term and full calendar year 2021

Umeå University (Sweden) will open the application service for the spring term (January-June) and full calendar year 2021 on 2 September.

Please note that there will be a summer break during June, July and August. During this time-period, no courses will be offered.

**Nomination deadline: 1 October**

**Application deadline: 15 October**

***Late nominations and applications will not be accepted.***

Late applications will not be accepted under any circumstances. If students cannot meet our deadline, they should consider deferring their stay to the following term (autumn term 2021).

## Instructions on how to nominate students

Umeå University asks all nominations of incoming exchange students to be submitted online by the students' coordinator at the home university. Applications will only be considered if the student(s) have been nominated online.

### **Nomination deadline: 1 October**

Nominations submitted in this application round are strictly for the spring term or the full calendar year 2021. Nominations for the autumn term 2021 or full academic year 2021/2022 should be submitted when we open the next application round in March.

*Please make sure to nominate students who have sufficient knowledge in English, both oral and written, so they are able to follow their courses.*

When you have submitted the nominations through our system Solemove, an e-mail with detailed application instructions will be sent to the nominated student(s). Kindly add the e-mail address [solemove@solenovo.fi](mailto:solemove@solenovo.fi) as a safe sender to ensure that you receive e-mails sent.

**Please note that the nomination instructions are for partner use only. You will find the nomination instructions via the following link:**

<https://manual.its.umu.se/en/nomination-instructions-for-partner-universities/>



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### Application Procedure

A nomination e-mail with application instructions will automatically be sent to the student's e-mail once the nomination is submitted. The nomination e-mail contains a link to our courses in English offered to exchange students. If your students are going to apply for courses given in Swedish, please ask them to contact us at [incoming.io@umu.se](mailto:incoming.io@umu.se) as soon as possible and well in advance of the application deadline.

**The following must be considered before the course application is submitted:**

- *Courses should only be selected from the course web page for exchange students*

When the nomination has been submitted, your student will receive an e-mail with application instructions and a link to the course web page for exchange students. It is important that your students only choose courses from this page. If a course is made directly at [universityadmissions.se](http://universityadmissions.se), that application will be removed/deleted.

- *Courses should not clash!*

According to the Swedish study system full-time courses (100% tempo) are taken one at a time rather than parallel. Therefore, it is important to carefully check which week each course starts and ends. More information about the study duration can be found on the course web page.

### General study model

|               |                     |                    |                     |                    |
|---------------|---------------------|--------------------|---------------------|--------------------|
| Alternative 1 | Course 1, 7.5 ECTS  | Course 2, 7.5 ECTS | Course 3, 7.5 ECTS  | Course 4, 7.5 ECTS |
| Alternative 2 | Course 1, 15.0 ECTS |                    | Course 2, 15.0 ECTS |                    |
| Alternative 3 | Course 1, 30.0 ECTS |                    |                     |                    |
| Alternative 4 | Course 1, 7.5       | Course 2, 7.5 ECTS | Course 3, 15.0 ECTS |                    |
| Alternative 5 | Course 1, 15.0 ECTS |                    | Course 2, 7.5 ECTS  | Course 3, 7.5 ECTS |

- *Course changes are very restricted*

Note that course proposals will be quite fixed and binding so it is important to choose courses carefully. We have no add/drop period and course changes after the deadline are very restricted.

- *Course requirements*

The specific requirements and the study duration for each course is stated on the course web page and are found by clicking on the course name in the list of courses. **The requirements are not just a recommendation; it is necessary to fulfil them.**

- *The course selection must be approved by the home university*

Please make sure to approve of the selected courses before the application is submitted.



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- *30 ECTS per term is considered full-time studies*

The number of credits a student can be admitted to is restricted to 30 ECTS per term, which equals full-time studies. Students who require a residence permit must be admitted to 30 ECTS.

**Note that a student cannot get a residence permit for distance learning studies.**

If students are admitted to 30 ECTS the exceeding courses that the student has applied for will be dropped, with the exemption of *Swedish for International Students, Beginners' Courses*. These courses can be selected in addition to 30 ECTS in other subjects.

- *Courses must be listed in order of preference*

It is possible to select a maximum of eight courses from the course web page. Since the restriction is 30 ECTS per term it is important that the student list all courses in order of preference.

## Accommodation information

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Accommodation is offered to all exchange students. Exchange students who have been admitted to Umeå University will receive an offer of housing after the selection results have been published.

More information about our student housing can be found here:

[www.umu.se/en/education/accommodation/student-housing/](http://www.umu.se/en/education/accommodation/student-housing/)

Any questions concerning housing should be addressed to [housing@umu.se](mailto:housing@umu.se)

## Insurance

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All exchange students are covered by an insurance policy, Student IN, covering necessary and reasonable costs for emergency health care and emergency dental care. The insurance also covers damage to property. Please note that the insurance amount is restricted for emergency dental care and property damage. Travel outside of Sweden is not included in the cover. For full details about the Student IN insurance please visit: <https://www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/exchange-students-in-sweden>

If the insurance is not sufficient students should take out their own insurance policy.

**EU/EEA citizens** are required by the Swedish authorities to bring the European Health Insurance Card to Sweden. They are requested to contact their local National Health Insurance Institution for the required documents, before coming to Sweden.

**Note:** Exchange students are, no matter nationality, strongly advised to have their own Health, Travel and Accident insurance policy.

## Arrival Day

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The recommended arrival day will be 17 January (for students who have accommodation through the International Housing Office). The Orientation will start 18 January.



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### Questions?

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If you or your students have any questions, you can check our FAQ where you may find the answers you need:

[www.umu.se/en/education/exchange-students/frequently-asked-questions/](http://www.umu.se/en/education/exchange-students/frequently-asked-questions/)

Important information can also be found in our International Student Guide:

[www.umu.se/english/education/student-handbook](http://www.umu.se/english/education/student-handbook)

However, you are always welcome to contact us if you have any other questions.

Best regards from Umeå University