

Nomination instructions Mid Sweden University

We ask all partners to ensure that they nominate their students in the subject stated in the partnership agreement and that you inform your students that this is the subject in which they can apply for courses.

If you would like to nominate a student in a subject other than that in the partnership agreement send us a request in advance so that we can see if it is possible and can get authorization from the relevant department. This is to ensure the students don't end up in a situation where they cannot find suitable courses for their exchange.

Please note that we require exchange students to be admitted to fulltime studies during their exchange semester at Mid Sweden University. This means that we expect that your students apply for 30 credits per semester and study fulltime during their exchange. This is also a requirement from the local student housing providers. Accommodation can only be guaranteed to students who have been admitted to fulltime studies at Mid Sweden University.

Important dates

Nomination	March 1 – April 1
Application deadline	April 17
Notification of Selection Results	May 17
Official semester dates 2023/2024	Autumn: August 28 – January 14 Spring: January 16 – June 2

Instructions on how to nominate students

Mid Sweden University ask all nominations of incoming exchange students to be submitted online by the students' coordinator at the home university. We only accept nominations through our online application system Mobility Online.

Nominations submitted in this application round are strictly for the autumn semester 2023 and full academic year 2023/2024. Please make sure to nominate students who have sufficient knowledge in English, both oral and written, so they are able to follow their courses.

International Relations Office - www.miun.se/en/education/exchangestudies/incomingstudents@miun.se

Mobility Online Nomination

We only accept nominations through our online application system Mobility Online. In order to nominate your students for exchange at Mid Sweden University, you must have a registered account in Mobility Online.

*If you haven't nominated students to us in Mobility Online before, please contact the [International Relations Office](#) and we will send you a registration link to Mobility Online.

Courses

Students may enroll in courses of 30 credits during one semester. The exception is the Swedish Language course, which students may enroll in on top of a full course load (37,5 credits). Incoming exchange students should apply for fulltime studies at Mid Sweden University (30 credits).

Courses available to exchange students:

Courses available to exchange students are listed on the course website: www.miun.se/courses

Swedish language course

All exchange students have the opportunity to take a Swedish language course for beginners for free. The course is worth 7.5 credits and runs every semester. It is given part time and designed to be taken in parallel with the student's regular studies.

Application Procedure

When the nomination has been submitted and after the nomination deadline has passed, your student(s) will receive a nomination email with application instructions, information about the Swedish study system and a personal application link to the course website for exchange students. Each application link is personal and unique, and therefore cannot be shared or forwarded to additional students. The student follows the application link and starts the application process by creating an account on [University Admissions](#). On this page, the student completes their application and choose courses. Later in the process, they will also be able to download their Notification of Selection Results (admissions result) from their account on University Admissions.

The nomination e-mail also contains a "Study Information Sheet". Students are expected to fill in this document as part of the supporting documents and upload it on their personal account on University Admissions, along with the rest of the supporting documents before submitting their application.

Required documents:

All supporting documents mentioned below must be uploaded electronically to the student's

International Relations Office - www.miun.se/en/education/exchangestudies/incomingstudents@miun.se

personal page on the University Admissions website.

1. **Transcript of records** of completed courses and grades from all previous university studies, **translated into English**. (Please note that master students are required to also include their certificates and diplomas of completed bachelor's degree)
 2. **Copy of passport or ID card.**
 3. **Study Information Sheet:** We ask students to list all the courses that they are going to complete during the current semester at their home university. Course(s) that will not yet appear on the transcript of records. This is especially helpful for bachelor's degree students looking to apply for MA-level courses for their exchange semester. Include course name and credits.
-

What happens next?

Admission

Students will be able to access their Notification of Selection Results on their personal page in University Admissions. Please note that Notification of Selection Results will **not** be sent to students via email or post. It will be available as a PDF file on their personal accounts on University Admissions on November 9. Shortly after the publication of the admission results, students will receive a Welcome letter from the International Relations Office including information about accommodation, residence permit, registration, disability support, etc.

Learning Agreements

Mid Sweden University will not sign any learning agreements until a student has received their Notification of Selection Results. Please put the following details for the "responsible person" in the Learning Agreement:

International Relations Office, incomingstudents@miun.se, +46101428000. The document will of course still be signed by an individual member of staff.

Accommodation

When students receive their Notification of Selection results, they can start applying for student housing. Please note that the housing providers require students to study in Sweden fulltime (30 credits) to be qualified for student accommodation during the exchange.

Apply for residence permit (if applicable)

Once the student has received their Notification of Selection Result, they must apply for their residence permit if required. We have been informed of delays in the past so we must stress the importance that students submit their residence permit application immediately to avoid further delays. The IRO will provide the student with an insurance certificate which they will need to include in their residence permit application. This will be emailed to the student.

Disability support

Incoming exchange students with disabilities should establish contact with the Special Pedagogical Support team by sending an email to the coordinator at the relevant campus. Further information about Mid Sweden University disability support can be found through this link: [Support for students with disabilities](#)

A tip! How to make the application process smooth and efficient

We kindly ask that you help preparing your students for their upcoming exchange by encouraging them to submit their course applications on time and to submit all necessary supporting documents. While the students are waiting to receive their application links to the course application platform, there's plenty of time for them to start preparing all the required documents and getting their course selection approval from the relevant department at the home university.

Supporting documents

Remind your students to have their transcript of records ready and **translated into English** by the time they submit their course applications. This is simply because we are unable to process course applications without this information.

Course selection

Make sure that you have checked and approved the courses that your student selects before they submit their course application. This is mainly because we do not have an add-drop period and we cannot guarantee course changes once the course application has been submitted. We also ask that you nominate students who will be studying fulltime at Mid Sweden University, 30 credits. Courses available to exchange students and prerequisites are listed on our course website. Students should at firsthand apply for courses within the subject of the agreement, unless agreed otherwise.

Course website: www.miun.se/courses

Information about studies at Mid Sweden University

Please see our attached Fact Sheet.

- [Mid Sweden University](#)
- [Exchange Studies](#)
- [StudyInSweden.se](#)

International Relations Office - www.miun.se/en/education/exchangestudies/incomingstudents@miun.se

Questions?

If you have any questions, you can check our website where you may find the answers you need:

Checklist for Exchange Students

miun.se/checklist-exchangestudents

Admitted Students

miun.se/en/student/newstudent/

FAQ

miun.se/en/education/exchangestudies/FAQ/

Should you have any questions about the nomination form or application process, please contact The International Relations Office: Incomingstudents@miun.se

We look forward to receiving your nominations!

Best regards,
International Relations Office



Mittuniversitetet

MID SWEDEN UNIVERSITY

Fact sheet 2023/2024

Institution Information:

Name	Swedish: Mittuniversitetet English: Mid Sweden University Erasmus code: SMIDSWED 01
Website	English: miun.se/en/ International Relations Office: miun.se/internationaloffice
Address	Campus Sundsvall: Holmgatan 10, 851 70 Sundsvall, Sweden Campus Östersund: Kunskapens väg 8, 831 25 Östersund, Sweden
Website for Exchange Students	miun.se/exchangestudies
Contact for Incoming	International Relations Office Email: Incomingstudents@miun.se Phone: +46 (0)10 142 8000
Nearest airport	Sundsvall Timrå Airport: www.sdlairport.se/ Åre Östersund Airport: www.swedavia.se/ostersund/
Website for train tickets	https://www.sj.se/en/ It can sometimes be cheaper and more convenient to fly to Stockholm Arlanda airport and then get the train.

Important Dates

Important dates	miun.se/exchangestudies
Break Periods	There are no official break periods, but usually a break in scheduled activity around public holidays: https://www.miun.se/en/student/newstudent/practical-guide/living-in-sweden/national-holidays
Exam periods	Examinations take place at the end of each course/module and are therefore spread out throughout the term.

Academic and Enrollment Information:

Academic calendar	Autumn semester 2023: August 28 - January 14 Spring semester 2024: January 15 - June 2
Nomination and application information	Nomination period autumn: March 1 – April 1 Application deadline autumn: April 15 Nomination period spring: September 1 - October 1 Application deadline spring: October 15 <i>*If the deadline falls on a non-working it will be postponed to the next working day.</i> All nominations should be submitted via our online system. We send out a link per email to all partners when nominations open. If you do not receive the link please contact incomingstudents@miun.se before the nomination deadline.
Courses taught in English	miun.se/courses
Minimum credits	Exchange students are required to study 30 credits. (Fulltime studies are 30 credits per semester)
Language requirements	Certification of English proficiency is not required for exchange students from partner universities.
Language courses (Swedish)	“Swedish Language for foreign students” 7.5 ECTS may be taken in addition to other courses. The course is free of charge.
Course registration	Course registration opens a 2-3 days before the course starts. Students register for their courses upon arrival.
Learning Agreement	The students’ admission letter is what determine what courses they have a right to take. If there is a discrepancy between the Learning Agreement and the admission letter, the admission letter takes precedent.
Disability services	The home institution is responsible for contacting the host university to arrange support prior to student arrival: miun.se/en/student/service-and-support/studeramed-funktionshinder/
Visa requirements for non-European exchange students	Migration Board visa application information & form etc: www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college.html <i>Getting a residence permit takes time – it is crucial that the student submits their application on the same day as they receive their admission results.</i>

Other information:

Student accommodation	<p>Mid Sweden University cooperates with local housing companies for student accommodation. Please note that to qualify for student housing guarantee, students are required to study fulltime and be admitted to at least 30 credits per semester at Mid Sweden University.</p> <p>Rent varies between 2100-4000 SEK/month More information about accommodation: miun.se/accommodation</p>
Student jobs	<p>Exchange students and students with a study visa are allowed to work alongside their studies but it can be rather difficult to find work if they do not speak Swedish. It may also be difficult to work alongside studies when studying fulltime- students are expected to spend approximately 40 hours a week on their studies.</p>
Medical insurance requirements	<p>European students must bring their European Health Insurance card. Students from partner universities are covered by the Swedish state insurance for foreign students in Sweden called Student IN.</p> <p>Please note: this insurance is only valid in Sweden during term time: www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreignvisitors/student-insurance/exchange-students-in-sweden/terms-and-conditionsstudent-in-2021-07-01</p>
University health services	<p>miun.se/en/student/service-and-support/student-health-centre/</p>