Stockholm Business School



Välkommen! Welcome to SBS! 2 september 2019

Find todays information with links: www.sbs.su.se/english www.sbs.su.se

- Prefekt/Dean Maria Frostling
- Studierektor/Director of Studies
- Studievägledare/Academic Advisors
- Amanuenser/Teaching Assistants What can we help you with?
- Föreningen Ekonomerna/Student Association Fadderiet
- Mingel



Stockholm Business School Director of Studies Svante Schriber



Stockholm Business School

Academic Sections

- Marketing
- Management
- Accounting
- Finance

Student Services

- Academic Advisors
- Course coordinators
- International Coordinators
- Exam Administration

A typical course in overview



Lectures

Seminars, assignments, etc.
Attendance may be mandatory

Exam

Reexam

Reading, checking Fastreg for news, etc.

5 weeks and 7,5 ECTS



Course Documents

- Syllabus (Kursplan)
 - Official document: grading criteria, etc.
 - Link from course website
- Study guide (study guide)
 - Typically more descriptive about the course, course material, and practicalities
 - Course material
 - Recommended reading, tips and tricks
- Course website, Fastreg
 - General course info, schedule, etc.

Assessment and evaluation



- Continuous assessment
 - Quiz, group work, etc.
 - Continuous feedback
- At least two assessment tasks per course
- Passing grade cannot be changed by retaking exam

Assessment and evaluation



A: 90–100 Course Points

– B: 80–89

- C: 70-79

- D: 60-69

- E: 50-59

- Fx: 45-49

- F: 0-44

Assessment and evaluation



- Students earn points from different activities throughout each course (e.g. seminars, assignments, group work, exams, etc.)
- Each activity is graded 0-100
- The impact of each activity is weighted (in per cent) into the overall course grade

Example

- Seminar assignment 1 (in team): 10%
- Seminar assignment 2 (in team): 15%
- Exam (individually): 75%

Example

- 65 points x
 0,10= 6,5
- 70 points x0,15= 10,5
- 81 x 0,75= **60,75**

Sum: 78

Grade: B



Cheating and Plagiarism

Disciplinary action may be invoked against students who "by the use of prohibited aids or other means attempt to deceive during examinations or other forms of assessment of student performance"

This includes, but is not limited to, illicit use of cheat sheets, mobile phones, communication during exams, etc.

Cheating is **always** reported to the Dean of the University
You are responsible for keeping informed about rules and regulations!

<u>English></u> <u>Svenska></u>



Cheating and Plagiarism

- Building on others is inherent in academic writing. We care a lot about whose ideas we borrow and make this clear
- Plagiarism refers to the deliberate use of someone else's work, regardless of whether this work has been published, and passing it off as your own without marking quotations or indicating the source
- **Self-plagiarism** refers to the deliberate use of self-written text for another course without marking quotations or indicating the source



Cheating and Plagiarism

- Plagiarism and self-plagiarism includes e.g. copy and paste from the Internet, books, articles, etc. without referencing the original – also your own prior work!
- Also referencing but re-writing too close to the original and translating a text from one language to another without referencing the original



Some advice on avoiding cheating and plagiarism

- Avoid 'copy-paste' from sources; if you forget it, it may become plagiarism
- Always refer correctly to sources
- Ensure you either use quotation marks (text should match exactly) or sufficiently re-phrase and cite (text should **not** match original)
- References for quotes always include page number(s)
- Complete and correct list of references
- Get used to using the Harvard system (references in the text, list of references at the end)

My best advice



What do we know?

Facts, theories

Develop your curiosity!

How do we know it?

Methodological understanding, nuanced, critical thinking

How do we use that knowledge?



Creativity, involvement, impact

Welcome – enjoy and make the most of your studies at the SBS!



Studievägledare/Academic Advisors

Bachelor courses and programs: Anna Lönnberg and Malin Thunberg Master programs: Charlotte Lindén Ahmad and Linda Kjellman

- Applications and admission, requirements, choice of courses, credit transfer, degrees, etc.
- We aim to empower you as students to make well-founded decisions concerning studies and career choices. We have professional secrecy
- Phone hours and Consulting hours Tuesday-Thursday

English>

<u>Svenska</u>>

Find the way to Kräftriket





Kräftriket







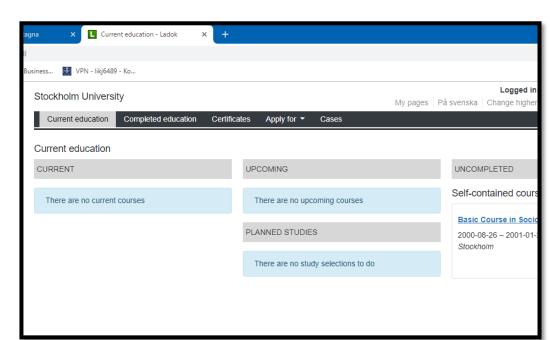
- Building 3: Wallenbergsalen, Gröjersalen, seminar rooms, Study areas
- Buildning 15: Student Service and Teaching Assistants, computer rooms, Hedbergsalen
- Building 1: Student Associasion, Föreningen ekonomerna

Ladok - Official System

www.student.ladok.se

- Self-register for courses
- Make interruption on courses
- Retrieve certificate of anticipated participation
- Result Certificate (with grades)
- National Result Certificate
- Registration Certificate
- Apply for your Degree Certificate





Fastreg – SBS platform

Stockholms universitet

https://fastreg.sbs.su.se

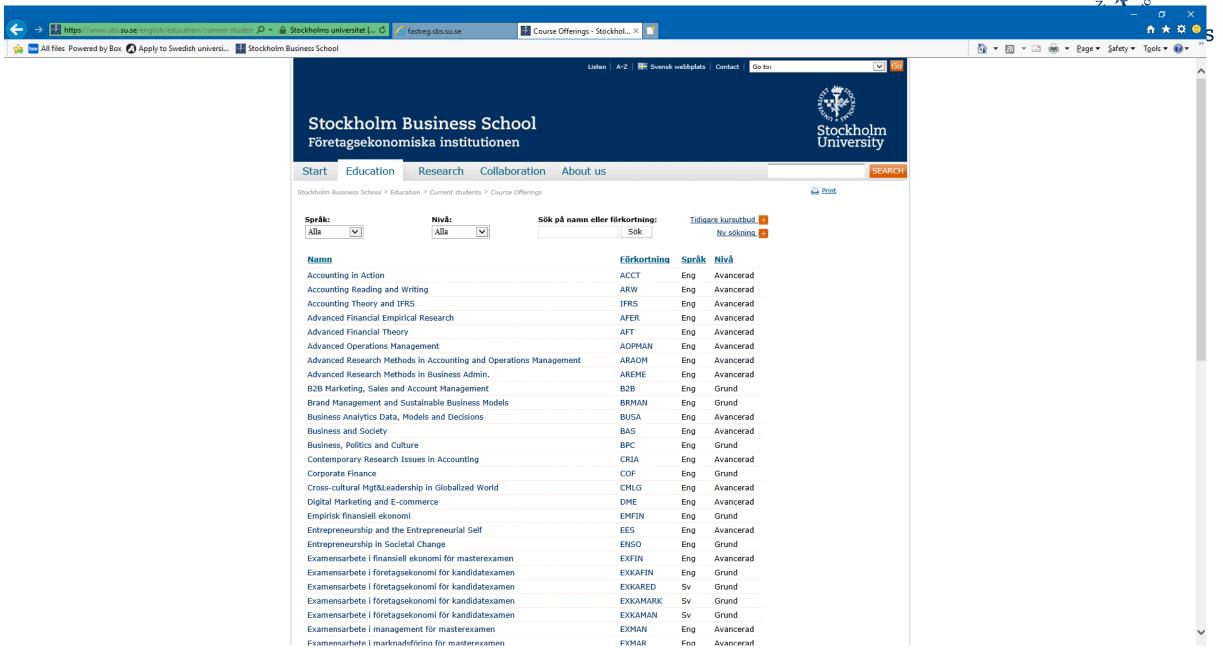
Login with your social security number, 10 digits. Use your last 4 digits of your social security number as "pin code" when logging in for the first time.

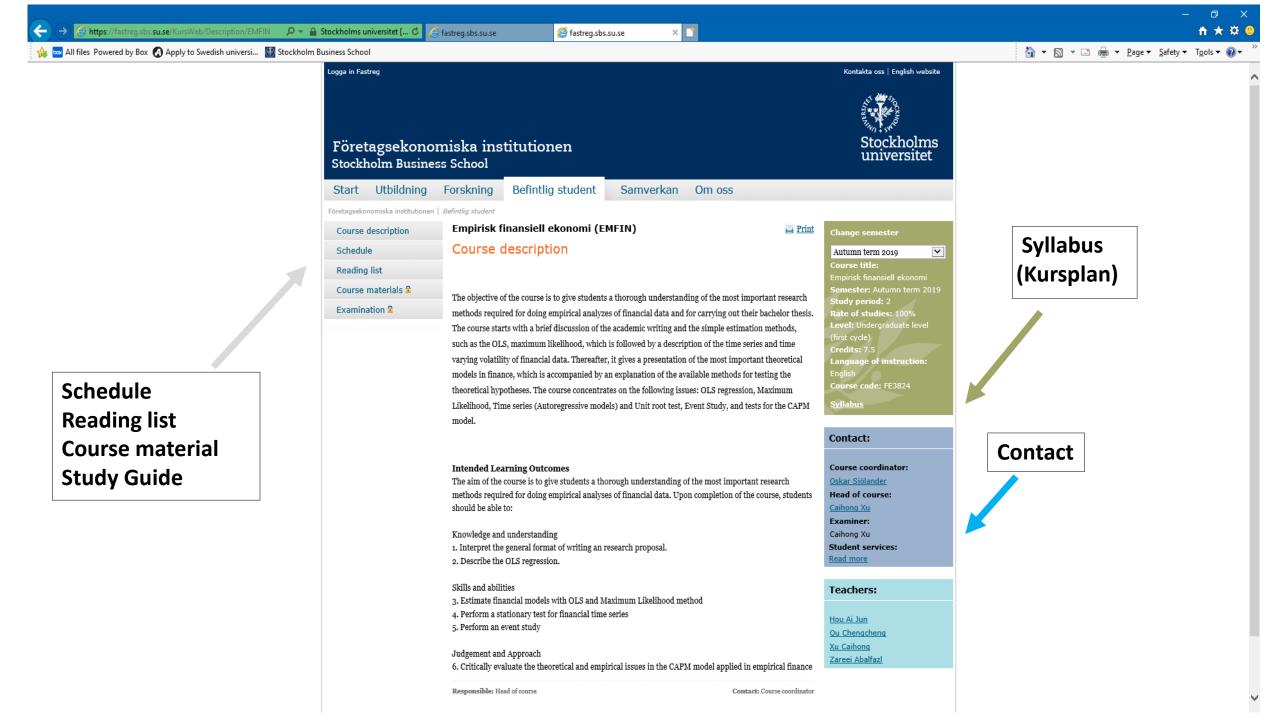
- Register for seminar groups
- Upload assignments
- Find course material
- Find personal schedule
- Registration for written exam

which auditorium you should sit for your exam, seminar groups, to choose a study specialisation to upload your essay file, to re-register for a cou- must be an enrolled student at the School to use	n, to enclose a summary of your essay, rse or to change your address. You
by typing your social security number and your your PIN-code at any time.	0 7
Civic registration number/P nu	mber: 10 digits
PIN-Code	••••
Forgotten your PIN-Code?	LOGIN

SBS Courses

www.sbs.su.se/english/education/current-students/course-offerings www.sbs.su.se/utbildning/befintlig-student/kursutbud





Good to know!



Master and Bachelor full program overviews and course information:

In <u>English</u>

In **Swedish**

More information about exam routines, on SBS webb

in *English*

in *Swedish*

Keep your contact information updated!

Bachelor program students need to apply for next term at www.antagning.se (www.universityadmission.se) between **September 15**th - **October 15**th.



Required Reading/Kurslitteratur

In Frescati you can find:

- <u>University library/Universitetsbiblioteket</u> where you can borrow books
- <u>Campusbutiken</u>, the student union second hand bookstore, where you can by and sell books.
- <u>Campusbokhandeln</u>, where you can sell and buy new and second hand books.
- Akademibokhandeln

Other tips:

- Bokus
- Adlibris



Teaching Assistants (Svenska: Amanuens)

- What is a teaching assistant?
- What do we do?
- How do you reach us?
- Other for bachelor students



What is a teaching assistant?



Assists the teachers at the course.

• Link between teacher and student.

Student at bachelor or master level.



What do we do?

- Assists students (bachelor level) with general study issues.
- Administrate requests for reassessment.





What we do - Reassessments

- Not possible to appeal against a grade.
- Possible to request a reassessment, if you believe that there has been a misjudgement.
- The process for a reassessment.
- Exams written at SBS are uploaded to https://minatentor.su.se



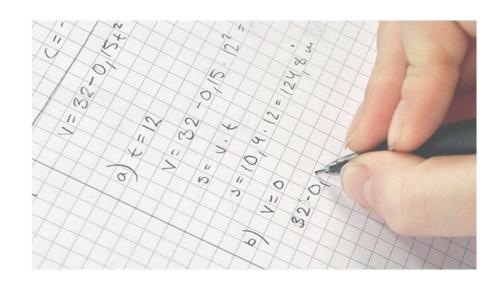
How do you reach us?

- Via e-mail and (in some courses) forum.
- Office hours
 - House 15, room 202C in Kräftriket.
 - See SBS webpage for information regarding the office hours and contact information: https://www.sbs.su.se/utbildning/studentservice/amanuenser
 - Here will you also find information regarding changes in the hours or cancellations. That information will be mediated via *Announcements* (*Aktuellt*) at the course website as well.



Other – for bachelor students: Open sessions (Räknestugor)

- You calculate on your own, but with access to personal help.
- Time and place are mediated via the course website.





Other – for bachelor students: Mathematics course

- <u>Introductional course in mathematics for economists</u>>
 (INTRO)
- Basic mathematics (gymnasium level)
- Preparation for Finance I.
- Questions related to Organization I, Accounting I and Marketing I.
- Not mandatory, but recommended.

Manage your studies successfully



Your responsibility, get started right away! Examples of good study techniques:

- Before coursstart: Read the Study Guide
- Before lecture: Read the course literature about what is to be addressed in the lecture
- Make notes on the lecture
- Directly after the lecture: Summarize course literature and lecture notes, briefly with models and technical terms
- Repeat your notes for the exam.

Don't forget that you can get help from the Teaching Assistants!

Help to develop your academic writing and study skills

<u>Academic Writing services></u> <u>Studie och språkverkstaden></u>

Individual consultation, presentations, seminars and writing group meetings.



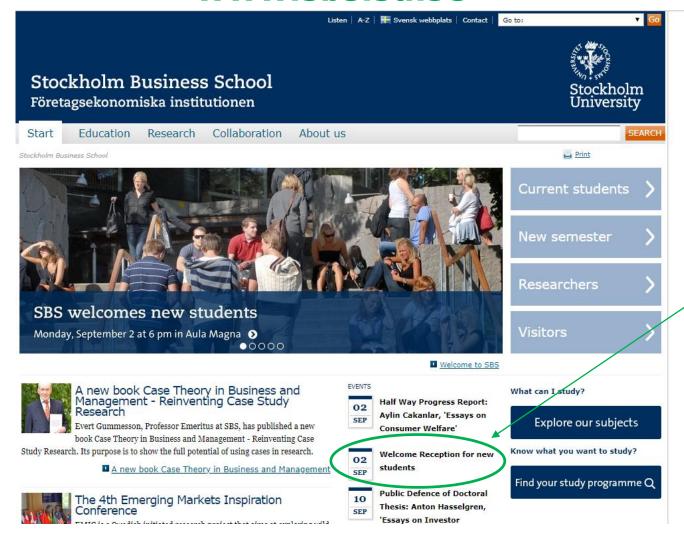
Educational support/ Studera med funktionsnedsättning

As an enrolled student with a documented disability you can apply for educational support in connection with your studies at Stockholm University.

More information: <u>English></u> <u>Svenska></u>

Contact persons at Stockholm Business School: Akademic Advisors/Studievägledare <u>English</u>> <u>Svenska</u>>

www.sbs.su.se/english www.sbs.su.se





More collegues



Study Abroad Study Abroad>

Besime Uyanik

Course Coordinators English> Svenska>

Helena Flinck

Toivo Lepp

Christina Hatzipavlou Gabrielsson

Lotta Sondell

Oskar Sjölander

Anne-Marie Cassel

Exam Administration Office English> Svenska>

Ali Farshin





STOCKHOLMS UNIVERSITET

Combining your studies, with professionalism, while providing an active student life.



