



STUDY AT STOCKHOLM BUSINESS SCHOOL

Handbook for students 2019/2020



Stockholm
University



Welcome to Stockholm Business School!

Together we contribute to a sustainable future.

You are now a student at Stockholm Business School (SBS) – welcome!

We are proud to be a part of Stockholm University as well as being one of the biggest departments of Business Administration in Sweden. Sustainability is our guiding star in everything we do and at SBS you will find Sweden's only bachelor's program in Business Administration with a sustainability profile.



Stockholm Business School and the student run Business Association, Föreningen Ekonomerna, have a close relationship. Students are represented on SBS' governing boards and together faculty and students work towards creating and evolving research-driven education of high quality – your education. The Business Association at SBS is also working to improve the quality of your studies and enrich your student life through social activities, business relations and educational surveillance to help you grow during your time at SBS.

Once again – welcome to SBS!



Stockholm Business School – quality matters

Stockholm Business School was founded in 1962 and is located in Kräftriket. It is a part of Stockholm University and one of the 22 departments within the Faculty of Social Sciences. Six alumni from Stockholm University has over the years been awarded the Nobel Prize in different categories such as literature, chemistry and economics.

Stockholm University is one of the 200 highest-ranked universities in the world according to the most influential university rankings for 2019/2020:

- Academic Ranking of World Universities (ARWU/Shanghai) 73
- Times Higher Education World University Rankings (THE): 153
- QS World University Rankings: 191



On the ARWU (Shanghai) ranking, SBS and the subject of Business Administration is in addition ranked as no 150-200 in the world, for the second consecutive year in a row.

SBS holds an AMBA (Association of MBA's) accreditation for its' Executive MBA Programme and strives towards AACSB (Association to Advance Collegiate Schools of Business) accreditation for the School. SBS is also an active member of PRME (the Principles for Responsible Management Education); a United Nations-supported platform to raise the profile of sustainability in Schools around the world and to equip today's business students with the understanding and ability to deliver change tomorrow.

For more information about PRME, please read more here:
<https://www.unprme.org/about-prme/the-six-principles.php>



Föreningen Ekonomerna

Föreningen Ekonomerna, the Business Association at Stockholm Business School, is a non-profit, politically impartial association. The Association was founded in 1965 and has, today, about 1300 members.

The Association is made up by a number of committees, clubs and projects who with their different orientations and responsibilities offers a wide spectrum of activities. Examples of what keep members busy are networking, marketing, social events, stock trading, educational issues and international relations. The Association is located in Festningen, house 1 in Kräftriket which you will find on your immediate right when entering the campus. As a member you are welcome to study, microwave your brought lunch and hang out with friends here.



All members are most welcome to engage in student activities; both in pre-existing committees and projects or by creating new ones and thereby increase the return on student life.

For more information, please read more here: <http://fest.se/>

Studying at SBS

Learning environment

Students are expected to participate actively in all types of learning activities as well as acting respectfully and professionally towards faculty, guest speakers and fellow students, and vice versa. It is important to respect the scheduled hours for different types of learning activities, to minimize disturbance and stimulate a pleasant and productive learning environment. Students are also expected to cooperate together and support fellow students when needed.

Learning activities

Different types of learning activities are used at Stockholm Business School, such as for example lectures, seminars, group work and flipped classroom. However, all learning activities are based on the principle that students are responsible for their own learning with the support from faculty.

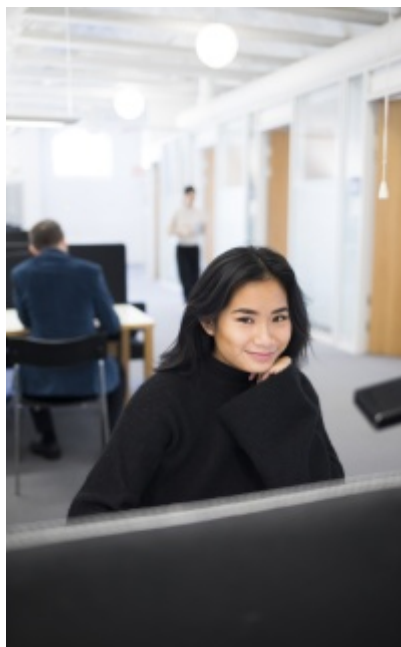
Assessment

Assessment is an important and essential and part of students' learning at Stockholm Business School. All learning outcomes are assessed continuously through different types of assessment forms, which implies a high level of both student responsibility and influence for your own learning. Through continuous assessment, students are encouraged to improve their learning over time. Detailed information about the rules for assessment during each course is found included in the syllabus - link is found on each course webpage.

Student evaluations and educational influence

We take student evaluations seriously at Stockholm Business School. Results are followed up on a School level and used as a starting point for continuous improvement. Filling out a student evaluation is taking the opportunity to making your voice heard about the quality of your education – don't miss it!

The Business Association is also engaged in study surveillance and run a Student Council with monthly meetings on topics for example like study environment, courses etc. As a student you have an opportunity to engage yourself in the quality of your studies by becoming a course representative and participate in the Student Council; engagement results in bonus points for studies abroad.





Plagiarism

According to the Higher Education Ordinance (chapter 10, section 1), 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”. Plagiarism is a form of cheating or deceit and the ordinance covers all types of graded work, such as written assessments, take-home assessments, quizzes and written assignments, as well as unauthorized collaboration in connection with such work. Stockholm Business School uses the text comparison tool Urkund to verify the originality of graded texts.

All staff are obliged by law to report any and all suspected cases of cheating including plagiarism to the President and the Disciplinary Board at Stockholm University. Students at the SBS are responsible for keeping updated on and follow rules regarding cheating and plagiarism.

For more information, please read more here:

<https://www.sbs.su.se/english/education/current-students/general-study-information/cheating-prohibited-cooperation-and-plagiarism>



Support for learning

The Academic Writing Service at Stockholm University provides English-language support for writing and study skills. Talks, seminars as well as individual guidance are offered and services are available free of charge to all students.

More information can be found here:

<https://www.su.se/english/education/student-services/academic-writing-service>

Stockholm University and Stockholm Business School also provides special pedagogical support to students with documented long-term disabilities.

Learn more here:

<https://www.su.se/english/education/student-services/studying-with-a-disability>

Study seats

In Kräftriket, study seats are available in building 3 on the ground floor, Ljusgården, and in the north attic. At campus Frescati there are study seats available for example in the Frescati Library as well as in the Studenthuset.

Read more about study seats at Stockholm University here:

<https://www.su.se/english/education/student-services/study-seats>



Study abroad

Most students at Stockholm Business School have the opportunity to study abroad through our exchange agreements with partner universities around the world. We are partnered with roughly 100 partners in Europe, Africa, Asia, North- and South America and Oceania. Exchange studies are not subject to tuition fees, but additional administrative fees and living costs may apply.

A list of available vacancies at partner universities is published on the application website each semester here: <https://su.moveon4.de/publisher/5/eng>

Additional general study information may be found here:

<https://www.sbs.su.se/utbildning/befintlig-student/allm%C3%A4n-studieinformation>

<https://www.sbs.su.se/english/education/current-students/general-study-information>



Support and service

Academic support

The academic advisors at Stockholm Business School offering qualified guidance regarding your studies and provide information about different programmes and courses. You are welcome to contact the academic advisors if you experience difficulties with your studies or if you have questions about courses, grades, examination, applications, prerequisites, selections, admission, roll-calls or credit transfers. The academic advisors aim to empower you as students to make well-founded decisions concerning studies and career choices. They must observe professional secrecy.

Please, read more here:

<https://www.sbs.su.se/english/education/student-services/academic-advisors/academic-advisors-1.302749>

The coordinators at Stockholm Business School offers support regarding administrative issues related to courses and schedules. They are responsible for the course administration of courses in programmes and course modules in Business Administration, Advertising and Public Relations and the Executive MBA program.

For more information, please read here:

<https://www.sbs.su.se/english/education/student-services/course-coordinators/course-coordinators-1.344184>

The director of studies coordinates education related issues at Stockholm Business School, including individual student matters. For example, students are welcome to turn to the director of studies if you want transfer credits for courses you have studied at other universities/colleges or if you want help to go through what you will read in a study abroad semester.

Learn more here:


<https://www.sbs.su.se/english/education/student-services/director-of-studies/director-of-studies-1.302890>



The teaching assistants can help you if there is anything you do not understand in the courses you take at SBS. The office of the teaching assistants is located in building 15 (room 15: 202). The teaching assistants can assist you with general study issues and they also receive applications for reassessment (all courses in Business Administration and Advertising and PR).

For more information, please read here:

<https://www.sbs.su.se/english/education/student-services/teaching-assistants/teaching-assistants-1.317978>



Frescati Hage

Kräftriket

Stockholm Student Health Services

Students at Stockholm Business School and Stockholm University are welcome to contact Stockholm Student Health Services, where any health related problem can be discussed, physical or emotional. Nurses, psychologists and counsellors are available and all visits are free of charge.

Read more here:

<https://www.su.se/english/education/student-health/stockholm-student-health-services-1.411053>

Emergencies

In case of an emergency, please call:

SOS Alarm: 112

Security and safety: 08-16 22 16

Security guards: 08-16 42 00 (08-15 42 00)

There are four defibrillators located in Kräftriket:

- Stockholm Business School, House 3
- Department of Mathematics, House 5, 6
- Department of Asian, Middle Eastern and Turkish Studies, House 4A
- Stockholm Resilience Centre, House 2

In the event of fire or fire alarm, the premises should be evacuated immediately. The teacher is the evacuation leader in your class room and it is his/her responsibility to ensure a safe evacuation procedure and make sure that all students (and any present personnel) go to the correct assembly point.

Equal treatment

The Discrimination Act promotes equal rights and combats discrimination in higher education on grounds of gender, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation and age. The Discrimination Act also covers sexual harassment. The Discrimination Act applies to harassment of students by university employees and harassment of students by other students. Harassment of any kind, based on any ground of discrimination or of a sexual nature, is unacceptable and is not tolerated at Stockholm University.

Should you feel that you have been subjected to harassment, contact someone at Stockholm Business School that you have confidence in or the coordinator for equal treatment of students at Stockholm University who can carry out an investigation of the circumstances. For more information, please read here: <https://www.su.se/english/education/student-life/student-rights/equal-treatment-of-students-1.342716>



Mission, vision and values at Stockholm Business School

SBS mission

Stockholm Business School's mission is to conduct engaging and research-driven education that will develop the student's ability to meet today's and tomorrow's local and global challenges in a responsible manner

SBS vision

Stockholm Business School is a Business School respected for our recognised and relevant research as well as inspirational and research-driven learning experiences. We support sustainable development in society by acting as a constructive discussion partner for business, public and third sector actors and Stockholm Business School should be the number one choice in Scandinavia for students in business administration who want to contribute to a sustainable future.



Definition of sustainability at SBS

Sustainability is actively implemented throughout Stockholm Business School, and is defined as inclusive of the following three dimensions:

Social sustainability

to strive towards a society where basic human rights are fulfilled

Environmental sustainability

to economize with human and material resources over time

Economic sustainability

to counteract poverty and to secure that everyone will have the opportunity to fulfil their basic needs in relation to the planet's finite resources; economic development that doesn't imply negative consequences for the environmental or social sustainability

These dimensions are directly linked to UN's Sustainability Development Goals. For more information, please read here:

<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>



Stockholm Business School 2019/2020

Photo: Niklas Björling, Eva Dalin & Paul Quant/Stockholms Universitet



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