# Welcome to the School of Business and Economics at Linnaeus University

Master Programme in Economics (EANM2) Thomas Giebe (programme director) Student at the School of Business and Economics

Checklist for new students

Student account

Course registration

Studentweb	Studentweb		Research + Library +	Important information
Bradentweb	Hello Linda!	You have no unread messages	Meet Linnaeus + University	Important information during your studies
			Student -	
	My timetable		My page	
When you are registered to		Go directly to	New student	
a course, you will find	My full timetable	Latest news about the corona	Preparing for your stay +	
your schedule here		Virus On account of the coronavirus:	During your studies +	T _ 1_1
	My courses <u>Show/hide courses</u>	- aware of it you have todorning of	International possibilities +	<u>Ladok:</u>
	Is one of your courses missing? Log in to <u>MyMoodle</u> and you will find your courses under the menu "My latest courses".	spend time on the university's premises.	Career Center 🚽	Registration
Click on the course:	t	My mail	Service and support +	Tegistation
• Link to course room	Resources for studying from home +		Become an alumni after your	• Results
Link to course room		_ <u>My Ladok</u> _ Registration for courses and	studies	Sim on far anomination
on Moodle	18HT - 1TYÄ02/1FRÄ02/1SPÄ02 - Språkdidaktisk + introduktion - 7,5 hp - 50% - Växjö -	examinations, view my results, get certificate, degree		• Sign up for examination
· · · · / · · · /	Berlin/Nice/Barcelona	application.		Certificates
• Link to course syllabus	Business Informatics - Basic Computer Knowledge +	Find your corrected exams		
<ul> <li>Information about</li> </ul>	German for Work - Written Communication +	exams here.		
	German for work - written Communication +	Book group rooms		
registration period for	German for the Tourist Industry +	Here is a list of all group rooms and information on how to book		My student news:
	International Office - Internationella möjligheter +	them		
examination		Office 365		My student calendar
	Kurser i webbpublicering +	Printing		<u></u>
	Kursplaneutskott FHL +	FAQ for printing, copying and scanning		

#### LADOK

#### Results, Certificates and sign up for examinations

My education you find:	Home page My education
programmes that are: completed, not completed and credited	Examinations Transcripts and certificates
<u>Examination</u> : Here you sign up for the exam. You also see not signed up, passed	Degrees and certificates My pages
<u>Change university</u> : To be able to see courses and grades on courses that you study at LNU, you must choose Linnaeus University	Change university ▼ På svenska Foreign merits <b>[</b> ]
	grades for courses and programmes that are: completed, not completed and credited <u>Examination</u> : Here you sign up for the exam. You also see not signed up, passed <u>Change university</u> : To be able to see courses and grades on courses that you study at LNU, you

#### Connect your current email and stay updated

To ensure you do not miss out on important information regarding your studies we advise you to connect your current email to your student account.

You can change this setting via your student account at Lnu.se/student/mypages in 'My Ladok' under 'My pages'.

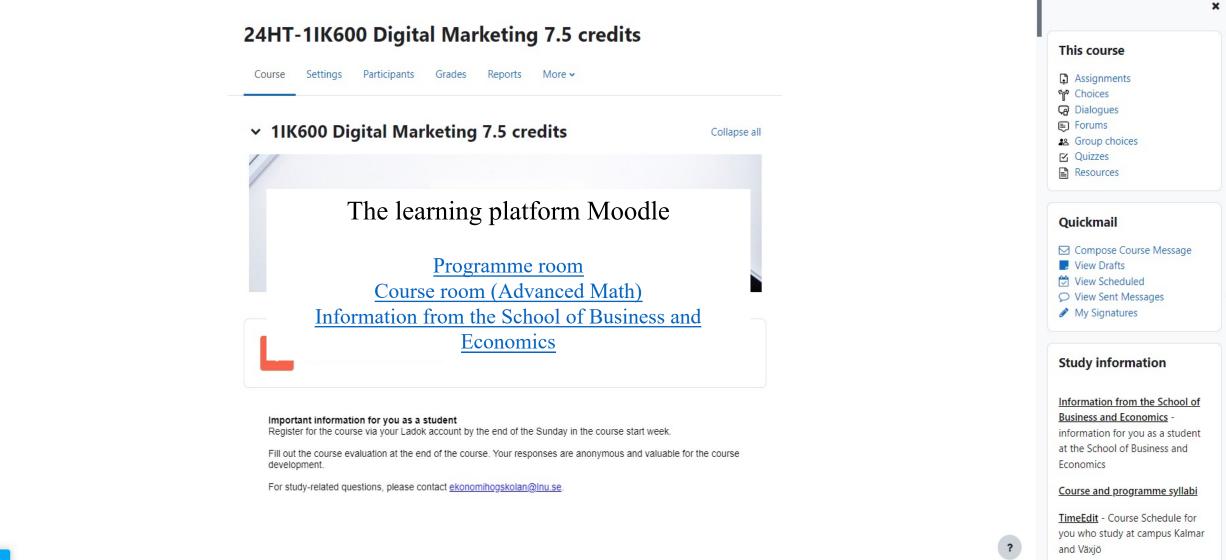
More information can be found at IT-support for students.

# Timetable

#### Once a timetable is published, you can find it via TimeEdit

E Linnéuniversitetet		
nnéuniversitetet / Schedule / Schema (Kalmar)		
$day \langle May \rangle$ Now +12 months $Q$ Search		
Search Kurs • 1fe693 Q Show filter		
Result	My criteria	Clear
IFE693, Business Administration II - Business Relations, HT191FE693, Business Administration II - Business Relations, HT19	1FE693, Business Administration II - Business Relations, VT20	×
1FE693, Business Administration II - Business Relations, HT20 1FE693, Business Administration II - Business Relations, VT19 1FE693, Business Administration II - Business Relations, VT19 1FE693, Business Administration II - Business Relations, VT19 1FE693, Business Administration II - Business Relations, VT20 1FE693, Business Administration II - Business Relations, VT20	Show schedule	
Show more		

Sta	rt End 019-06-27 ∰ 2019-12-2		All	▼ Cours	50	Name of pe	erson	Search <u>Reset</u>
	Name 🔶	Course Codes 🗢	City	Halls and Inviligators	Teacher 🔶	Date 🔻	Time 🔻	Registration Period 🗢
Α	Exam, 1501, Fundamentals of Business Administration for Marketers - Query 1	1FE150	Växjö		Viktor Magnusson	2019-09-09	08:00-10:00	2019-07-17-2019-08-27
Α	Exam, 1502, Fundamentals of Business Administration for Marketers - Query 2	1FE150	Växjö		Viktor Magnusson	2019-09-24	14:00-16:00	2019-08-01-2019-09-11
A	Exam, 1504, Fundamentals of Business Administration for Marketers - Accounting and Control	1FE150	Växjö		Martin Holgersson	2019-10-15	08:00-13:00	2019-08-22-2019-10-02
A	Re-exam 1, 1501, Fundamentals of Business Administration for Marketers - Query 1	1FE150	Växjö		Viktor Magnusson	2019-11-07	08:00-10:00	2019-09-16-2019-10-25
A	Re-exam 1, 1502, Fundamentals of Business Administration for Marketers - Query 2	1FE150	Växjö		Viktor Magnusson	2019-11-07	11:00-13:00	2019-09-24-2019-10-25



Guides

**Linnæus University** 

Exam Schedule



#### Course and programme syllabus

The programme syllabus governs a programme's objectives, structure, content and degree.

The course syllabus governs a course's learning objectives, prerequisites, content, examination, literature etc.

See our movie on why you need to read course syllabuses here!



#### Examination

There are different types of examination, for example written exams, digital exams, written assignments and seminars.

The responsible course coordinator informs how the course is assessed. This is also stated in the course syllabus.

If you received a passing grade you cannot retake the same examination in order to obtain a higher grade.



Written classroom examination

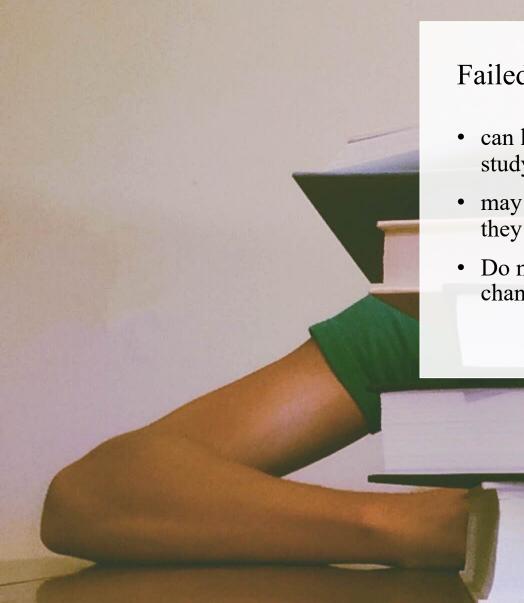
•It is compulsory to sign up for written exams.

•Late sign-up is **not** possible.

•A valid ID must be presented for a written classroom exam in order to have the right to write the examination.

•The School of Business and Economics usually offers two examinations during one academic year. Thereafter, re-examination is referred to the next time the course is given.

•Plan your studies – see Exam Schedule



# Failed examinations:

- can lead to you not fulfilling the prerequisites for the next course and cannot study further.
- may involve problems with Visa, the Swedish Migration Agency or CSN as they are required for study performance.
- Do not delay too long with re-examination as the course structure may change to the next academic year.

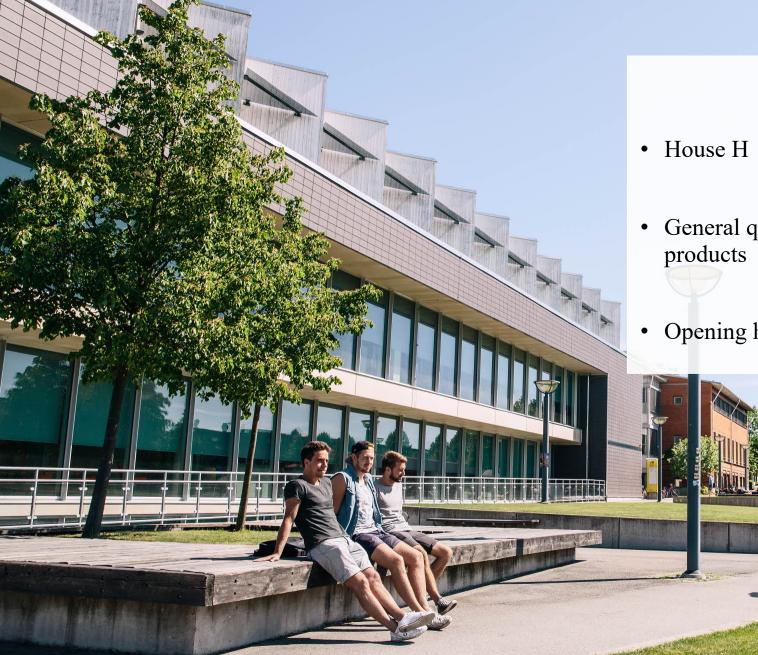


# **Linnæus University**

#### Info center – Kalmar

- House Stella, Universitetskajen
- General questions, services and sale of promotional products

• Opening hours: Monday – Friday, 8:00 – 16:00



# Info center – Växjö

- General questions, services and sale of promotional products
- Opening hours: Monday Friday, 8:00 16:00

# General grading criteria for the A-F scale at the School of Business and Economics

Your performance is measured in proportion to how well you have met the course objectives.

Grade	Assessment	Your results are equivalent to one of the following criteria for each objective for the course				
Α	Excellent	Outstanding results with only a few minor shortcomings				
В	Very good	Very good results with only a few shortcomings				
С	Good	Generally good but with some shortcomings				
D	Satisfactory	Acceptable level but there are several shortcomings				
Е	Sufficient	The results meet the minimum criteria				
Fx	Insufficient	The Examiner/course coordinator may, in exceptional cases, decide that a student who is close to the threshold for E may perform assignments for extra credit to reach the grade of E. The examiner/course coordinator notifies the student in writing of the rules for submitting such extra credit assignments. The grade of F is assigned in anticipation of the extra credit , and the grade is changed to E if the extra credit is approved.				
F	Insufficient	Significantly more work is required				

#### Weighing up of grades for the whole course

The performance is weighted in relation to how well the goals of the course have been met.

All of the course's assessment tasks must be passed before the cumulative grade can be calculated.

The programme administrator performs the mathematical calculation using set principles.

The grade documentation is submitted to the examiner for a decision by signing the results list.

Grades are weighted when the programme administrator translates all assessment tasks graded for a course into figures in accordance to the table on the right.

A-F grading scale	Number scale for weighted average	A-F grading scale	Mathematical grade thresholds
А	9.0	А	8.51–9.00
В	8.0	В	7.51-8.50
С	7.0	С	6.76–7.50
D	6.5	D	6.26-6.75
Е	6.0	Е	6.0–6.25

Course X, 15 credits	Grade	Translation	Weighted average
Assessment task 1; exam 7.5 credits	В	8	8*(7.5/15) = 4.0
Assessment task 2; case 4.5 credits	С	7	7*(4.5/15) = 2.1
Assessment task 3; lab work 3 credits	D	6.5	6.5*(3/15) = 1.3
Total			7.4

Each assessment task is given the percentage weight that corresponds to the amount of credits it covers. As a result, the sample course gets a C, given that the average was 7.4.

# Course evaluations

After each completed course – please fill out the course evaluation!

The course evaluation is your chance to influence, comment and contribute to good course quality

#### Apply to your programme courses

Applications for next semester's courses are done through <u>www.universityadmissions.se</u> In some cases you will not need to apply for courses in the coming semester, in which case you will be given infomation about this.

Information about how you apply, you will find at <u>Information from the School of Business and</u> <u>Economics</u>

As a programme student you have a guaranteed seat on programme courses.

The application period for the 2026 spring semester is during October. The application period for the 2026 autumn semester is during April.

> Application problems? Contact <u>admission@lnu.se</u> Other questions <u>ekonomihogskolan@lnu.se</u>



# The Education administration at the School of Business and

**Economics** 

E-mail: ekonomihogskolan@lnu.se Switchboard: +46772 – 28 80 00

<u>Visit us</u> **Kalmar** Faculty offices, House Forma, 2nd floor **Växjö** Faculty offices, house K, 1st floor

Information from the School of Business and Economics – An information page on Moodle

Like us on Facebook:

Ekonomihogskolan vid Linnéuniversitetet /School of Business and Economics

Contact : mobility.feh@lnu.se

#### Internationalisation

As a student you have several opportunities for internationalisation: exchange programmes, internships and the possibility of writing your degree project abroad.



**Teresa Pauditz** International coordinator



Victor Bohman International coordinator



#### Student counselling at the School of Business and Economics



#### Ivana Stanic

Student Counsellor, Kalmar Email: ivana.stanic@lnu.se Visiting adress: House Forma, floor 2



Mirja Sjögren Student Counsellor, Växjö Email: mirja.sjogren@lnu.se Visiting adress: House K, floor 1



#### Angelica Önder

Student Counsellor, Växjö Email : angelica.onder@lnu.se Visiting adress: House K, floor 1



#### Career counselling service

Do you need help starting up your job search process? The career counselling service at Linnaeus University, Lnu Career, will offer you support when you try to figure out how your education, your experience, and your personal qualifications are best summarised into a powerful job application.



Sofie Edström Career Counsellor, Kalmar +46480-44 62 38 sofie.edstrom@lnu.se



Fanny Elheim Career Counsellor, Växjö +46470-70 84 05 fanny.elheim@lnu.se

#### Learning support for your studies

If you are a student and have some form of disability, it is possible for you to get pedagogical support during your studies. Examples of such help are, help taking notes, sign language interpreter or extended time at examination sittings.



The University Library and Academic Support Centre

Search and writing assistance is available at <u>the University Library</u> and through the <u>writing guide</u>.

At the <u>Academic Support Centre</u> you can get support with your academic writing as well as help with study techniques.

Read <u>*Refero – the anti-plagiarism Tutorial*</u> a web-based textbook that shows you how you properly use others' texts in your academic writing.



#### Student Welfare Office

The Student Welfare Office is available to students at Linnaeus University in both Kalmar and Växjö. They take a preventative approach to lifestyle issues and provides counselling and coaching.

At times the transition to higher educations can be daunting. That is why we offer the lecture series *How to succeed with your studies* and *The academic support model SI* 



# Onboarding to your Academic Journey

**ONBOARD** 

Full introduction day for all first-year bachelor and master students

WELCOME

Växjö: 9th September

Kalmar: 10th September

# Welcome to the School of Business and Economics!

Don't forget to register for your first course today!





