



Please note that this is not your admissions letter.

## Welcome to University of Gävle and the Course Advanced Management, 7,5 cr!

This course is half time between weeks 46-03. I, Monika Wallmon, am your course coordinator. Contact me on e-mail first [monika.wallmon@hig.se](mailto:monika.wallmon@hig.se) or phone 026-64 85 46 if you have any questions about this course.

### Syllabus and Schedule

[Syllabus with course literature](#)

### Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at [hig.se/newstudent](http://hig.se/newstudent)

- 1 Collect Your Computer Account**  
You can collect your computer account at [webkonto.student.hig.se](http://webkonto.student.hig.se) two week before the semester starts. Your computer account consists of a username and a password and gives you access to the University web services.
- 2 Register in the Student Portal**  
You must be registered on the course to attend lectures and to sit exams. You will lose your place on the course if you do not register in time. Please register for your course in the Student Portal at [studentportal.hig.se](http://studentportal.hig.se)  
  
Period for self-registration in the Student Portal: 2016-11-07—2016-11-13  
Are you conditionally admitted? [This is what applies to you](#)
- 3 Log in to Blackboard**  
The Blackboard platform is a web-based learning management system where you find your course material. The day after you registered in the Student Portal you can access your course in Blackboard. Log in via the Student Portal.

Course	Advanced Management 7,5 hp
Course code	FEA240
Application Code	11141
Faculty	Faculty of Education and Business Studies
Faculty secretary	Eva Persson
Contact Information	<a href="mailto:kurs-ae@hig.se">kurs-ae@hig.se</a>

## Registration for Written Exams

Registration for exams as well as retakes via KronoX is mandatory. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that no post-registrations will be accepted. If you are a distant education student and are unable to sit the exam at campus you can apply to sit the exam at another location. Applications must be submitted no later than three weeks prior to the exam. Contact your faculty for more information.

## Course Evaluation

After completion of your course a web-based course evaluation questionnaire will be sent to your HiG e-mail address. Your answers in the course evaluation are very valuable and your comments will help us to improve and to develop the course for the next implementation. All students registered on the course will receive a course evaluation report where all answers are compiled.