



Please note that this is not your admissions letter.

Welcome to the University of Gävle and the course SAA012 International Social Work, 7.5 credits!

This course is on half time between weeks 35-44. I, **Komalsingh Rambaree**, am your course coordinator. Contact me on e-mail kolsie@hig.se or phone **070-222 65 17** if you have any questions about this course.

Syllabus and Timetable

[Syllabus with course literature](#) (Please refer to the version which is valid from **2017-07-01**)

[Course timetable](#)

The first meeting and the introductory lecture for this course will be held on **Monday 28/8/2017 from 13.00 to 16.00 in room 31:329 (Details can be obtained from Blackboard)**

Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at hig.se/newstudent

- 1 Activate Your Computer Account**

You can activate your computer account at hig.se/computeraccount two weeks 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 on your courses**

You must be registered on a course to attend lectures and sit exams. You will lose your place on the course if you do not register in time. Please register for your courses via the Student Portal: studentportal.hig.se

Period for self-registration: 2017-08-21 – 2017-08-27

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. You can access Blackboard the day after you register for your course. [Log in to Blackboard](#).

Course	International Social Work
Course code	SAA012
Application Code	15104
Faculty	Faculty of Health and Occupational Studies
Faculty secretary	-
Contact Information	Kurs-aha@hig.se

Course Organisation

See the course site on Blackboard for more information.

Communication

See the course site on Blackboard for more information.

Registration for Written Exams

Registration for exams, including retakes, is mandatory. You register via the Student Portal. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that registrations will not be accepted beyond this time frame. If you are a distance study student and are unable to sit the exam on 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 e-mail address. Your answers in the course evaluation are very valuable and your comments will help us improve and develop the course for the future. All students registered on the course will receive a course evaluation report with all answers compiled.

General Information

Library

The library is located in the middle of the campus and is open to everybody. Welcome to the library to activate your entrance card as a library card. You can reach all digital resources such as e-books and e-journals after logging in with your computer account. You can read more about the library services at hig.se/biblioteket

Campus

A map of the campus area is available at hig.se/newstudent

HIG Card

This card works as an entrance card and gives you access to doors and computer rooms. The card also works as a library card as well as a copy card. You can get the card at the reception desk at the Student Centre.

IT Support

This is where you turn if you encounter any problems regarding your computer account or any other IT related problems. The IT support is open for visits 09.00-15.00 in building 22, Monday to Friday. You can also contact them by telephone +46 (0)26 64 88 00 or email itsupport@hig.se

Course syllabus and Reading List

Find your syllabus at hig.se/syllabuses

Course Timetable

Registered students at the University of Gävle can find the course timetables in the Student Portal. If you are not registered, you may find course timetables through our online timetable search service at schema.hig.se

Student Accommodation

You need to apply for accommodation yourself. Please remember to do so in good time before your arrival. You can find information about how to apply for student accommodation at hig.se/newstudent

The University of Gävle is human-centred and develops the understanding of a sustainable living environment.

The Student Centre

At the Student Centre you will meet knowledgeable staff who can assist you in just about anything regarding your studies at the University of Gävle. The Student Centre is located in building 22. You can also find a café in the area and a TV display showing the daily timetabling. You can contact the Student Centre by email at studentcentrum@hig.se

Student support

Sometimes you need help to manage your studies and student life. At the University of Gävle we have several support functions to help you deal with various study-related situations, such as, for example, student health care and support for disabled students. For more information about student support at the University of Gävle, please visit hig.se/studiestod