

# GOOD TO KNOW

AS A NEW STUDENT AT  
JÖNKÖPING UNIVERSITY

2017



JÖNKÖPING UNIVERSITY

# WELCOME TO JÖNKÖPING UNIVERSITY

We are glad that you are starting your studies here! In this brochure, you will find useful information for new students at Jönköping University (JU). Maybe you are wondering about the library opening hours, how to join the Student Union, examination rules or who to ask about studying abroad? You will find the answers here.

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# MAP OF CAMPUS

## **A** President's Office and University Services

- Service Center
- Student Counselling
- Admissions Office
- Career Center
- IT helpdesk
- Caretakers Office

## **B** Jönköping International Business School

## **C** University Library

## **D** Students' House

- International Relations
- The Student Union
- Student Health Care

## **E** School of Engineering

## **F** Mariedal Conference Centre

## **G** School of Health and Welfare

## **H** School of Education and Communication

## **J** Campus Arena

## **L** Science Park

## CAMPUS OPENING HOURS

The entrances are open Monday to Friday, from 07:00 to 17:00. Your JU Card gives you access to certain premises (e.g. computer labs and group rooms) 24/7. The premises are guarded by Securitas at various times. You must therefore always be ready to show valid ID.



# GETTING STARTED AT JU

## 1 REGISTER AND ACTIVATE YOUR USER ACCOUNT

As a new student, you must register for your programme and activate a user account. Please see the registration card for details on your registration code. If you do not have a card, contact [admissions.office@ju.se](mailto:admissions.office@ju.se). You must register at the start of each semester.

## 2 GET A JU CARD

You need a JU Card to access computer labs as well as other premises and to get into the university after opening hours. Your JU Card allows you to borrow items from the University Library, log in to printers/copiers, get student discounts and cheaper parking at the university, etc. You can order a JU Card when activating your account. More information can be found at [ju.se/ju-card](http://ju.se/ju-card)

## 3 JOIN THE STUDENT UNION

Jönköping University has mandatory union membership. This means that Jönköping Student Union has great resources to influence the quality of your education and your study-social conditions and they are able to carry out various types of projects. The Student Union is located in the Students' House. When you have paid the Student Union fee, your JU Card serves as proof of membership.

## 4 GET A PAYEX ACCOUNT

As a student you need a PayEx account to pay for printouts. This is done via the student web, [ju.se/student/en](http://ju.se/student/en), search for "PayEx". Upon arrival, students receive an account with a credit of 50 SEK for printing/copying.

### IT HELPDISK

Contact Helpdesk if you have any questions or problems regarding the university's computers, the network or your personal account.  
[ju.se/en/it-helpdesk](http://ju.se/en/it-helpdesk) Phone: 036-10 11 12.  
Visit: House A, floor 3

# SERVICE CENTER

At the Service Center you can ask study related questions, get certificates from Ladok, get directions, buy parking permits and much more.

Staff at the Service Center will answer your questions or will make sure that you get help from the right person.

You will also find the JU shop at the Service Center. Here you can buy profile products such as clothes, mugs and pens.

## OPENING HOURS

Monday, Tuesday,  
Wednesday and  
Friday:

07.30 - 16.30

Thursday:

11.30 - 16.30



# JÖNKÖPING UNIVERSITY'S STUDENT WEB AND APP

A close-up photograph of a person's hands holding a black Samsung smartphone. The phone's screen displays a panoramic view of a cityscape, likely Jönköping, featuring a large white circular building and a river. The background is a blurred cityscape under a clear blue sky.

## **STUDENT WEB**

At [ju.se/student/en](http://ju.se/student/en), you will find schedules, academic calendar, course syllabuses, an introduction to IT and much more relating to your studies.

## **OUR APP - JU MOBILE**

Download the university's app, JU Mobile, and get direct access to the most-used functions on the Student Web, directly on your smartphone. Examination registration, group room bookings, your results, news, grades and schedules are just some of the features the app puts at your fingertips.

The app is available for iOS and Android phones.

# JÖNKÖPING STUDENT UNION

Jönköping Student Union is the association for all students at Jönköping University. The union works for all its 8,500 members, ensuring that they have a fantastic time throughout their studies.

As a student at Jönköping University you are also a member of Jönköping Student Union. This means that you have access to your own union acting both locally and nationally to ensure that you have the best time possible here at Jönköping University, in terms of both quality of education, student well-being and the study social life. In addition, you will be able to benefit from various student offers and discounts. Find out more about the Student Union and what you can get out of it as a member at [jonkopingsstudentkar.se](http://jonkopingsstudentkar.se)

## STUDENT UNION RECEPTION

The reception at the Student Union is on the ground floor of Students' House. Here you can find study materials at bargain prices, and buy tickets for various trips and events that the Student Union organizes during the semester.



# "FIKA" AND FOOD ON CAMPUS

There are several restaurants and cafés to choose from on campus – with prices to suit a student budget!

## **RIO**

Rio is the place for all students on campus. During the daytime, Rio is a café that offers lunch, at student friendly prices, and a cool place to study. At night, Rio transforms into a pub with music and After School activities.

## **TASTE OF BEIRUT**

This restaurant/café is located in building B, Jönköping International Business School. Kebabs and Lebanese dishes are just some of the lunchtime offerings.

## **ARKEN**

Located in building H, School of Education and Communication, this restaurant/café serves snacks, lunch, sandwiches, salads, etc.

## **CAFFÈ DALLUCCI**

This café is next to the library's entrance. Buns, pastries, baguettes, simple lunches and take-aways are all on the menu.

# STUDY AND CAREER COUNSELLING

## CAREER GUIDANCE AT CAREER CENTER

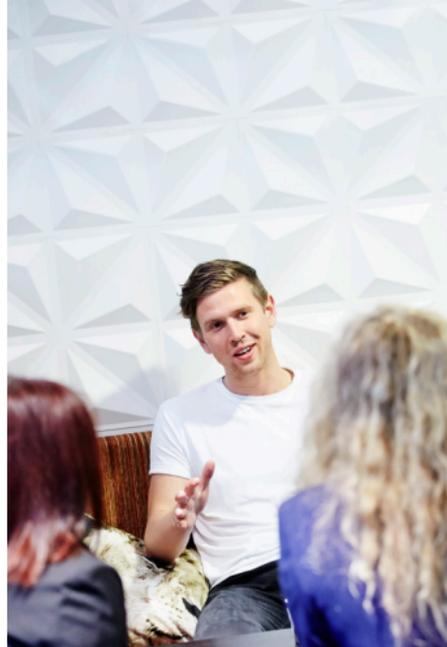
Students and working life come together at Career Center. Here, you can get career guidance and feedback on your CV. You can also make contact with potential employers, both in Sweden and internationally. Campus building A is home to the Career Center. Check out its various activities at [ju.se/careercenter](https://ju.se/careercenter)

## STUDY COUNSELLING

Counselling and information are available from the general study counsellor in building A and from the programme-specific counsellors at Jönköping University. For more information visit [ju.se/study-counselling](https://ju.se/study-counselling)

## STUDYING ABROAD

As a student at Jönköping University, you have the opportunity to carry out part of your studies at one of the 350 international partner universities we cooperate with. Services – prior to, during and after studies abroad – are provided for outgoing and incoming students. If you have any questions regarding studying abroad, please contact the International Relations Office. You can find out more at [ju.se/student/en/exchange](https://ju.se/student/en/exchange)



## OPENING HOURS INTERNATIONAL RELATIONS

Monday-Thursday  
13.00 - 15.00

# UNIVERSITY LIBRARY

The University Library offers a wide range of books and periodicals from Swedish and international publishers. Many of these can be accessed via your computer, mobile phone or tablet. There are various study areas across the library: comfortable chairs in the journals room, desks located in the bookhall, quiet areas and group rooms on the upper floors. For further information see [ju.se/library](http://ju.se/library)

## LIBRARY CARD

You use your JU Card to borrow books.

## LIBRARY OPENING HOURS

Monday – Thursday, 08:00 – 20:00

Friday, 08:00 – 18:00

Saturday, 11:00 – 15:00



# STUDENT HEALTH CARE

Student Health Care is open to the University's students and visits are free. At Student Health Care you can book an appointment with our CBT therapists and counsellors. You can also visit our student nurse during drop-in hours. Find out more about the Student Health Care at [ju.se/studenthealthcare](http://ju.se/studenthealthcare)

## LIGHT ROOM

You can also book Student Health Care's Light Room. The booking procedures for the Light Room can be found on the Student Health Care website.

## HEALTH CARE GUIDE 1177.SE

At [1177.se](http://1177.se) you can find more information on health care service providers as well as health care tips. Please call 1177 (all hours) for health care advice.



# EXAMINATION – IMPORTANT INFORMATION

## 1 EXAMINATION REGISTRATION

You must register via Ladok, no later than 10 days before the examination. Always make sure that you get a confirmation e-mail after registering for an exam.

## 2 BRING YOUR ID

At the examination, you must be able to show valid photo ID. A JU Card with full national registration number and marked “Identity Card” counts as an ID document for examinations. Remember that you must have paid your Student Union fees.

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## PINGPONG

### INTERACTIVITY BETWEEN STUDENTS AND TEACHERS

PingPong is our web-based learning platform. It is used as a form of teaching support. Ping Pong is where teachers upload lecture materials and other information about their courses. Students and teachers can also use the platform to communicate about other matters that are relevant to courses. Course evaluations are another of its uses.

### EXAMINATIONS VIA PINGPONG

Some courses use PingPong for examinations. An active user account and access to the PingPong event in question are necessary to do an examination via PingPong.

Download the PINGPONG Mobile app for iOS or Android.

# SPECIAL EDUCATIONAL SUPPORT FOR STUDENTS WITH DISABILITIES

Special educational support is available for our students with a documented disability.

For more information about disabilities and special educational support at JU, see [ju.se/student/en](https://ju.se/student/en) under Service/Support for Students with disabilities.

## NON-DISCRIMINATION

Jönköping University works actively to prevent and counteract its students being subjected to discrimination or any kind of harassment. To this end, an equal treatment plan has been drawn up. You can read it at [ju.se/non-discrimination](https://ju.se/non-discrimination). There are specially appointed non-discrimination representatives at each of the schools.

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## ACADEMIC RESOURCE CENTRE

Book a time at [studieverkstaden@ju.se](mailto:studieverkstaden@ju.se)

## EXTRA MATH HELP

Tuesdays, 17:00 – 19:00 Place: C2004, the library reading room

## LADOK WEB SERVICES

Ladok is an administrative system used for documenting academic information. As a student, you can register for courses and examinations, view your study results, create transcripts of records etc.

[lpw.hj.se](https://lpw.hj.se)

## ACADEMIC ADMINISTRATION

If you have any questions about semesters, course registration or study administration, please contact the academic administration at your school.

[ju.se/utbildningsadm](https://ju.se/utbildningsadm)

## ADMISSION/DEGREE

In House A, there are staff who can help if you have any questions about admission and study documentation, etc.

[admissions.office@ju.se](mailto:admissions.office@ju.se)



# STUDIES AND SPORT

Jönköping University wants it to be easy for those who practise a sport to combine this with higher education, whether you are an elite athlete, pursuing at a sub-elite level or through our specific rowing initiative.

## **CAMPUS ARENA**

Jönköping University has its own wellbeing facility, Campus Arena. It houses a sports hall and a gym (spinning, other exercise, etc.). In the daytime, the sports hall is used for sports training, large lectures and events. JUSA offers students several different sport activities during evenings and at weekends at Campus Arena.

## **NORDIC WELLNESS**

Nordic Wellness runs the gym at Campus Arena and offers exercise in a modern environment with the latest in group training, gym work and functional training.

# EMERGENCY

## **EVACUATION (FOR EXAMPLE FIRE ALARM)**

In every stairway, there is an evacuation plan. This shows the evacuation route to be used in the part of the university in question. It also shows the locations of the nearest fire extinguisher, fire hose and alarm button.

## **ASSEMBLY POINTS**

Students and staff at School of Health and Welfare should assemble in the car park in Munksjöparken. Students and staff at all other premises, ie School of Education and Communication, Jönköping International Business School, School of Engineering,

the Library, Campus Arena and Student's House, should assemble at the bridge support towards Campus Arena. After evacuating, do not go back inside any premises until the all-clear has been given.

## **DEFIBRILLATORS**

Jönköping University has a number of defibrillators. They are located at the entrances of: School of Health and Welfare, School of Engineering, School of Education and Communication, Jönköping International Business School, the University Library, Campus Arena, Nordic Wellness and the Caretakers Office.

# PARKING

Paid parking is available at the gravel car park below the School of Health and Welfare/Campus Arena. Parking permits are valid for parking in the designated outdoor spaces at Jönköping University. Permits can be bought from the Service Center and are sold by the month.

# DID YOU KNOW THAT JU...

- › is a **private, non-profit institution of higher education** with the right to award doctorates
- › has four schools: **School of Health and Welfare, School of Education and Communication, School of Engineering and Jönköping International Business School**
- › has one of Sweden's most international campuses and is one of the best in the country in terms of **international student exchanges**
- › is one of the best in the world at research within **family business, aging** and **casting**
- › offers about **80** different programmes and almost **200** courses
- › has approximately **11,000** students, of which **2,000** are international



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Foto: Peter Appa